

**AGENDA
OPEN SESSION
Thursday, November 15, 2012**



BOARD OF TRUSTEES

You are hereby notified of a regular meeting of the Board of Trustees of Community College District #503 on **Thursday, November 15, 2012, at 6 p.m.** The meeting will be held in the **Black Hawk Room, 6600 34th Ave., Moline, IL 61265.**

October 8, 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 October 18, 2012.
- B. Approval of the Minutes of the Special Meeting on October 25, 2012.

Moved by: _____ Seconded by: _____

V. EMPLOYEE / PUBLIC COMMENT

- A. Core Value Reflection
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.
- 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
 - 1. Wipfli report on the Annual FY12 External Audit
 - 2. Wipfli report on the Information Technology Audit

VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President
 - 1. President's Activities, October 1 – October 31, 2012. - Report by Dr. Baynum
 - 2. Regional Opportunities Council Update
- B. Instruction
 - 1. Instruction Report – Report by Dr. Bettie Truitt
- C. Student Services
 - 1. Community Engagement – Report by Dr. Dick Vallandingham
 - 2. Support for Non-Traditional Students
- D. Finance
 - 1. Financial Operations of the College for Period Ending October 31, 2012.
- E. East Campus
 - 1. East Campus Update – Report by Chanda Dowell
- F. Marketing
 - 1. Marketing Activities - Report by John Meineke
- G. Administrative Services
 - 1. Administrative Services Report – Report by Michael Phillips
 - 2. Project Update
- H. Human Resources
 - 1. Positions in Process – Report by Karen Boyd
- I. Planning and Institutional Effectiveness
 - 1. 2012-2013 Planning & Institutional Effectiveness Detailed Assessment Report– Report by Kathy Malcolm
- J. Foundations –Board Liaisons
 - 1. Updates – Reports by Trustee Beck and Trustee Emerick
 - 2. Clements Group Planning Retreat

VII. BOARD REPORTS - FINANCE (Items must be acted on separately.)

- A. Tentative Adoption of 2012 Tax Levies. BR#8412
- B. Approval to Authorize and Provide for the Issuance of \$20,000,000 General Obligation Debt Certificates (Limited Tax). BR#8413

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

- A. Ratification of Expenditures for Period Ending October 31 2012. BR#8414
- B. Ratification of Expenditures for Preferred Vendors October 31, 2012. BR#8415
- C. Amendment of Board Policy 4.55 Investment of College Funds. BR#8416
- D. Approval to Proceed with Schematic Design and Bid Specifications for Student Life Office Renovation. BR#8417
- E. Award of Contract for East Campus Automotive Shop HVAC Upgrades. BR#8418
- F. Approval to Proceed with Program Confirmation and Conceptual Design Services for the Health Sciences Center. BR#8419
- G. Award of Contract for Preferred Vendor(s), VHF 2-Way Radio Equipment, Services, and Support, East Campus. BR#8420
- H. Award of Contract for Purchase of College-Wide Report Writing Software. BR#8421
- I. Amendment to Board Report #8256 Canvas Learning Management System from Instructure, Inc. Software Licensing Agreement. BR#8422
- J. Approval to Proceed with Option Agreement between Black Hawk College District 503 and the City of Rock Island. BR#8423
- K. Amendment to the Calendar of Regular Board Meetings for June, 2012 through May, 2013. BR#8424
- L. Award of Contract for College Life Insurance, Long Term Disability Insurance, Accidental Death & Dismemberment Insurance, and Supplemental Life Insurance. BR#8425.
- M. Personnel Recommendation – Bettie S. Truitt – Vice President for Instruction. BR#8426

Moved by: _____ Seconded by: _____

VIII. MISCELLANEOUS

- A. **Reports**
 - 1. Celebration Week Report
 - 2. ICCTA Meeting and Convention Schedule
 - 3. Other

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

November 20	Student Life Thanksgiving Feast & United Way event, Hawk's Nest, 11 a.m. – 1 p.m.
November 22 – 24	College closed for Thanksgiving Break
November 28	International Holiday Bazaar, Building 4, 8:30 a.m. – 2 p.m.
December 4	Meeting with Clements Group, 1- 4 p.m., Location TBD
December 5	QC Holiday Gathering, 2- 3:30 p.m., Restaurant
December 7	EC Holiday Gathering, 1 – 3 p.m.
December 20	BOT Meeting
December 17 – 24, 2012	Filing period for candidates in the April 2013 consolidated election
December 24 – January 1, 2013	College closed for Holiday Recess
February 11-14, 2013	ACCT National Legislative Summit, Marriott Wardman Park Hotel, Washington, DC
February 21, 2013	BOT Meeting, QC Campus
March 8 – 9, 2013	ICCTA Board of Representatives Meeting, Westin Lombard Yorktown Center, Lombard, IL

MINUTES
OPEN SESSION
Thursday, October 18, 2012



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, October 18, 2012, at 6 p.m., in the East Campus Conference Center, 26230 Black Hawk Road, Galva, Illinois.

II. ROLL CALL

Present: Trustees Dorothy W. Beck, David L. Emerick, Jr., Donna M. Frye, Jerry W. Lack, Evelyn L. Phillips, Student Trustee Kylee Fox, Sonia R. Berg (arrived 6:09).

Absent: Trustee John D. McCooley

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

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

IV. MINUTES

A. Trustee Beck moved to approve the minutes of the open session of September 20; Trustee Emerick seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

B. Trustee Lack moved to approve the minutes of the Special Meeting of October 3; Student Trustee Fox seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

V. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The core value highlighted was responsibility: *We will be accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.* Ms. Malcolm gave an example of responsibility through the symposiums currently going on at QC Campus for our students by broadening their horizons.

B. Faculty Senates:

Quad Cities – Dr. Doug Davidson reported that a lot of people came together on the search committee for the VPIS. The senate has been gathering information on the student handbook and the dual-credit

handbook. The Senate is looking at creating a committee to work with administration to help evaluate the effectiveness of classes being offered.

East Campus – Dr. Jeff Hawes spoke about the Facilities Master Plan meetings that were held to look at specific programs for growth and the broader they look, the better the programs are. He also gave some dates of activities to be held: Oct. 23 – 25 – team at the FFA National Convention will reach 45,000 students and guests at the conference; Nov. 9 – promoting the EC agriculture programs and a follow up with the FFA; and Nov. 19 -hosting the 27th annual etiquette seminar that is offered to freshman students. Dr. Hawes also reported that the Ag based competitive teams will be going against other 2 year institutions very soon. He also gave a strong congratulation to the livestock judging team and equine event team as they both finished very well in their recent competitions.

C. IFT Faculty & Pro Tech Unit

Joan Eastlund shared that the Dispatch has done a piece on student political clubs on BHC. She also mentioned that the College health care provider has changed and it has been a difficult transition but not the fault of anyone at BHC.

D. UAW Support Staff Unit

Gloria Nelson shared that she agreed with Ms. Eastlund's comments about the health care provider change and the problems that have occurred. She also reported that the unit is doing well.

E. IFT Adjunct Faculty Unit – no report.

F. Student Government Association – no report

G. Others – no reports.

VI. **PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS**

A. President

Dr. Baynum called for any question on his report and those in this section of the agenda in order to give the most time possible to the presentation of the AQIP report by Ms. Malcolm. There were no questions so Ms. Malcolm gave her report.

B. Instruction

C. Student Services

D. Finance

E. East Campus

F. Marketing

G. Administrative Services

H. Human Resources

I. Planning and Institutional Effectiveness

Ms. Malcolm shared an overview of the AQIP Systems portfolio to be presented to the Higher Learning Commission. It is an intensive assessment of processes in nine categories and serves as a mechanism to document that the college continues to meet the standards for accreditation. The development of the Portfolio has been designed and guided by the AQIP Steering Committee and has included opportunities for faculty, staff and administrators to comment and further define our response to the many questions asked in the Portfolio. She presented the executive summary that resulted from the teams and President's Cabinet review. The summaries highlight the processes examined in each category, their strengths, opportunities for improvement and recent improvements made by the college.

- J. Foundations –Board Liaisons
 QC Foundation - Trustee Beck shared about the employee campaign, the scholarship banquet, the Heritage Diner on November 13 and some information about the foundation mini-grants.
- EC Foundation – Trustee Emerick turned the report over to the Executive Director, Liz Breedlove. She reported on the scholarship banquet and scholarship funds, the golf outing, and the ag fund raiser which also contributes to scholarships. Ms. Breedlove reported that some of the E for E campaign projects have started and there will be an end of the year campaign.
- K. Small Business Development Center/International Trade Center/Procurement Technical Assistance Center/Business Training Center
 Trustee Emerick brought a semi-annual report for the Trustees. It shows the impact BHC has on our community and shows the community what we are doing. BHC has a good investment in that center. These programs have a real impact in our community and these are good numbers.

VII. BOARD REPORTS

- A. Ratification of Expenditures for Period Ending September 30, 2012. BR#8395
 B. Ratification of Expenditures for Preferred Vendors September 30, 2012. BR#8396
 C. Ratification of Acceptance of Adult Education and Family Literacy Grant FY2013. BR#8397
 D. Ratification of Employment and Academic Mastery (TEAM) Youth Grant FY2013. BR#8398
 E. Ratification of Acceptance of the Illinois Community College Board Early School Leaver Transition Grant FY2013. BR#8399
 F. Ratification of Acceptance of the Illinois Department of Commerce and Economic Opportunity's Digital Divide Grant FY2012. BR#8400
 G. Ratification of Acceptance of Doris and Victor Day Foundation Grant FY2013. BR#8401
 H. Ratification of Acceptance of Funds for Truants Alternative/Optional Education Program from the Illinois State Board of Education FY2013. BR#8402
 I. Approval to Transfer Land form Black Hawk College District 503 to Quad Cities Foundation. BR#8403
 J. Submission of Protection, Health and Safety Projects to the Illinois Community College Board – FY13. BR#8404
 K. Award of Contract for Copier Machine and Laser Printer Toner and Maintenance. BR#8405
 L. Award of Contract for the Renewal of Microsoft Campus Agreement Licenses for FY2013. BR#8406
 M. Award of Preferred Vendor Status for Media Planning and Buying Services. BR#8407
 N. Approval of Fiscal Year 2013 Affirmative Action Plan. BR#8408
 O. Adoption of Proposed Debt Policy. BR#8409
 P. Recommendation concerning Tenure Status of Faculty for spring, 2013. BR#8410
 Q. Personnel Recommendations:
 1. Jenna Haenggi – Resignation. BR#8411

Trustee Frye moved to approve Board Reports # 8395, 8396, 8397, 8398, 8399, 8400, 8401, 8402, 8404, 8405, 8406, 8407, 8408, 8409, 8410, and 8411; Trustee Berg seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

There was discussion on Board Report #8403.

Trustee Beck moved to approve Board Report # 8403: Student Trustee Fox seconded.

Trustee Berg moved to table Board Report # 8403 until after the presentation of the Facilities Master Plan by DKA on October 25; Trustee Lack seconded.

VIII. MISCELLANEOUS

A. Reports

1. Celebration Week Report

Trustee Beck shared that there will be a full report at the next Board Meeting. Trustee Emerick thanked everyone who was involved and stated it was a successful week. There was some discussion on the events. Trustee Berg thanked Trustee Beck and Emerick for all of their work on this event.

2. ACCT conference report and ICCTA delegate appointment

Trustee Berg and Emerick spoke briefly about their experience at the ACCT Conference in Boston. Trustee Berg asked Chair Phillips to consider appointing Trustee Beck as the BHC ICCTA Delegate. Chair Phillips did appoint Trustee Beck as the delegate and Trustee Lack was appointed as the Alternate Delegate effective immediately. Student Trustee Fox will continue as a student liaison at the meetings.

3. Other

Trustee Lack asked VP for Finance Anderson to consider bringing a Board Report on Board Policy 4.55 for next month.

There was a call for closed session to discuss the purchase or lease of real property, 5 ILCS 120/2(c)(5).

Trustee Beck moved to go into closed session; Trustee Berg seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

The meeting adjourned for five minutes to clear the room and officially went into closed session at 7:52 p.m.

The board returned to Open Session at 8:19 p.m.

Trustee Berg moved to approve the administration continue working with the City of Rock Island; Trustee Emerick seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

Trustee Beck moved to adjourn the meeting; Trustee Berg seconded.

MINUTES
SPECIAL OPEN MEETING
Wednesday, October 25, 2012
Black Hawk Board Room



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, October 25, 2012, at 5:00 p.m., in the Black Hawk Board Room, 6600 34th Avenue, Moline, Illinois.

II. ROLL CALL

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

Absent: Trustee John D. McCooley

Others Present: President Thomas Baynum, Executive Assistant to the President and the Board of Trustees Karen Mowers

III. Pledge to the Flag

IV. Unfinished business

Chair Phillips read the motion from the previous General Open Board Meeting on October 18, 2012.

Trustee Berg moved to table Board Report # 8403 until after the presentation of the Facilities Master Plan by DKA on October 25; Trustee Lack seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

V. Workshop Session

Vice President for Administration Mike Phillips introduced the Facilities Master Plan architects who would be conducting the workshop session for us. They gave a 50 minute presentation on the process they have followed and some of the information they have already gathered for their report. There was discussion and questions from the board for the architects.

Chair Phillips called for comments from the visitors and no one spoke.

VI. Business

Trustee Beck moved to take Board Report # 8403 off the table; Trustee Emerick seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

Trustee Berg moved to approve Board Report # 8403; Trustee Frye seconded.

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

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried

VII. ADJOURN

The meeting adjourned at 6:10 p.m.

Motion by Trustee Beck and seconded by Trustee Berg.

Evelyn L. Phillips, Chair
Board of Trustees

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

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

Date	Meeting	Subject
Monday, October 1	Vacation	
Tuesday, October 2	K. Malcolm	CQIN- Next Steps
	QC Faculty and Staff	President's Forum
	East Campus Foundation	Scholarship Banquet
Wednesday, October 3	Leslie Anderson	Budget
	WorkNet	Visit with student groups, faculty, staff
	QC Student Government Association	Karaoke Celebration
	Angie Cleppe	President's Webpage Review
	Angie Cleppe, Tiffany Hamilton, Kay Quick, Kylee Fox	A Million Reasons Why Campaign Discussion
	QC Faculty and Staff	United Way Kick-Off
	Bettie Truitt	Instructional Services Update
	Board of Trustees	Bond Workshop
Thursday, October 4	Mike Phillips, Leslie Anderson, Glenda Nicke, Bettie Truitt	Rock Island Adult Learning Center
	Mark Lohman and Carol Slavish, Partners in Job Training & Placement	Workforce Development Board Appointment
	John Meineke	Spring Advertising Campaign
	Kathy Malcolm	AQIP Systems Portfolio
	Evelyn Phillips	Property-Related Executive Session at October Board Meeting
	Leslie Anderson	Financial Reports Formatting for Board of Trustees
	Vickie Miller, Dr. William Pratt, Dr. Eric. Faierson	Quad Cities Manufacturing Lab Tour
	Quad Cities Foundation	Scholarship Banquet
Friday, October 5	President's Cabinet	Day-Long AQIP Performance Portfolio Review
Saturday, October 6	Second Annual Latino Youth Summit	Welcome Address
	BHC Workday	
Sunday, October 7	National Association of Community College Entrepreneurship (NACCE)	Workshop: Entrepreneurial Approach to Funding Entrepreneurship; Opening Session and Reception
Monday, October 8	National Association of Community College Entrepreneurship (NACCE)	Keynote by Michael Hennessy, President & CEO, The Coleman Foundation, Thom Ruhe, VP of Entrepreneurship, Kauffman Foundation, and Susan May, President, Fox Valley Technical College (WI); Sessions on Marketing Motivating and Moving Students into Your Entrepreneurship System; Why It's All About Jobs-A Community College Perspective on Entrepreneurship; Luncheon
Tuesday, October 9	Evelyn Phillips	Board Packet Review
		Travel to ACCT Leadership Congress
Wednesday, October 10	ACCT	Special Pre-Congress Session: Implementation of the 21st Century Commission Recommendations; Opening General Session; ICCTA Caucus and Reception

Thursday, October 11	ACCT	Moving the Student Success Agenda Forward: Governance Institute for Student Success; Closing the National Skills Gap: The Alamo Academies-A Success Story; Does Your Board Have a High-Functioning Audit Committee?; General Session Luncheon; ACCT Central Regional Caucus and Meeting; Leading Transformative Partnerships at the Confluence of Community Engagement, Economic Development, and Advanced Technology; Town Hall Meeting: Society Demands, Can Community Colleges Deliver?; Welcome Reception; Dinner with Trustees
Friday, October 12	ACCT	The Resurrection of Manufacturing: How Developing Meaningful and Lasting Partnerships Can Build a Skilled Workforce and Rejuvenate an Industry; ACCT Senate Meeting; Global Education Matters: Boards Support American Competitiveness; Luncheon (Byron Pitts); Excellence through Collaboration: College/City Partnership; Leading Through Innovation: Futures Policy Commission Report and Bellwether Awards; Dinner with Trustees
Saturday, October 13	ACCT	Student Success: What Is Really Working for Community Colleges to Enable Success for Students?; Closing Session General Brunch (Feustel)
Sunday, October 14	ACCT	Travel Day
Monday, October 15	Dick Vallandingham	Student Services Update
	Ryan Bobst	Achieve Quad Cities Intermediary Reception - Black Hawk Room
	Jon Looney, Leslie Anderson, Karen Mowers	Planning for Board Docs E-System
	Rotary	
	Kathy Malcolm	PACE Survey and high School Reports
	Trustee Jerry Lack, Michael Phillips	Student Housing
	Jay Pearce	VPIS Level-One Search Committee Report
Tuesday, October 16	Jeff Eder, Michael Phillips	Rock Island Adult Learning Center
	East Campus Faculty and Staff	Presidential Forum- Bonds
Wednesday, October 17	QC Chamber of Commerce	Morning Network - BHC/Sustainable Technology Building - Welcome
	Quad Cities Faculty and Staff	President's Forum - Bonds
	Bettie Truitt	Instructional Services Update
Thursday, October 18	John Meineke	Spring 2013 Marketing Campaign
	Board of Trustees	Regular October Meeting
Friday, October 19	Quad Cities Chamber	International Trade Seminar
	Angella Moorehouse, Illinois Nature Preserves Commission; Matthew Schramm, Julie Schneider, Mark Willett, Todd Linscott	Savannah Grass Project
	Tara Barney, Paul Rumler	PTAC/SBDC Proposals
Saturday, October 20	East Campus	Speed Contest
Monday, October 22	Matt Pappas	Legal Counsel Update
	Ad Hoc Task Force on Hiring Processes	Meeting
	Joan Eastlund, Lu Bealer	Grievance
	Bettie Truitt, David Murray, Christian Roldan Santos, Ann Bollati, Juanita Zertuche	International Festival
Tuesday, October 23	Quad Cities Foundation	Meeting

	Penn State University	Video-Seminar to Higher Education Graduate Seminar: Community Colleges Presidents Series
	Melissa Hebert-Johnson, Kylee Fox, PTK Representative	C-4 Project Update and Planning
Wednesday, October 24	Bettie Truitt	Weather Notification
	BHC Faculty and Staff	Lunch with the President
	Karen Boyd, Leslie Anderson, Jeremy Esch, Joan Eastlund, Lu Bealer	IFT Grievance
Thursday, October 25	Bruce Walters	ArtSpace Lecture
	President's Cabinet	Meeting
	Auditors, Audit Committee	Audit Review
	Delmonico Kemper Architects	Veterans Center Focus Group
	Board of Trustees	Master Planning Focus Group, Special Session
Friday, October 26	Bettie Truitt, Karla Mylee	QCML and National Science Foundation Grant
	Jeff Blackwell, Vickie Miller, Michelle Lewis, Julie Gelaude, Joel Youngs, Susan Llewellyn	Illinois WorkNet Center Update
Monday, October 29	Rotary	
	Joan Eastlund, Lu Bealer, Karen Boyd, Leslie Anderson, Jeremy Esch, Acie Earl, Nan Reddy	IFT Grievance
	Mike Phillips	Health science/student housing discussion
	Quad Cities Manufacturing Lab Forum	Welcome Address
Tuesday, October 30	Genevieve Babecki	Boys and Girls Club Teen Center
	Bettie Truitt, Mike Phillips, Glenda Nicke	Rock Island Adult Learning Center
	Shelly Cain	QC Foundation Update
	Kathy Malcolm	AQIP Portfolio Update
	Quad Cities Faculty and Staff	Presidential Forum - Open Topic
	East Campus	Trick or Treat Event
Wednesday, October 31	Retirees	Retiree Coffee
	Joan Eastlund	IFT Grievance
	Don Doucette	Chancellor, Eastern Iowa Community College
	Bettie Truitt, Mike Phillips, Betsey Morthland	Health Science Feasibility Study

The Regional Opportunities Council - Year One

Never before in the history of our region have business leaders joined forces in such magnitude, speaking with the power of one voice for one, unified Quad Cities region.

Founded in 2011, more than 90 businesses are now investors in the Chamber's community and economic development work at the Regional Opportunities Council level.

Through extraordinary collaboration during the past year, the Council has collectively endorsed initiatives that have tremendous potential to transform the Quad Cities.

• Manufacturing Innovation Initiative: The Council has endorsed a plan to build upon our region's historic strength in manufacturing through a strategic initiative that will result in global recognition as a Center of Excellence for Manufacturing Innovation. This strategy focuses on the metal and multi-materials sector of advanced manufacturing, a core strength and distinctive competency that provides a platform for creating an unique "innovation hub."

The manufacturing industry generates approximately 25,000 direct jobs in the immediate Quad Cities. As the industry continues to modernize, developing our region as a Manufacturing Innovation Center of Excellence will ensure we remain competitive in the global economy.

• Defense Industry Initiative: The Council gave a resounding Hooah! for an initiative to strengthen and build awareness of our region's defense industry, particularly through support of the Rock Island Arsenal. Through leveraging the assets of the

arsenal, the Quad Cities can become an innovative location with a cost-efficient, productive business environment that supports a robust defense industry.

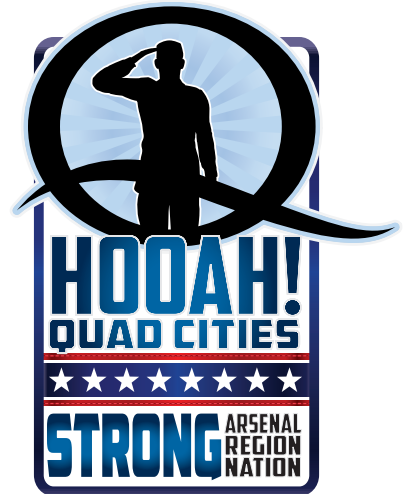
More than 500 companies in our region hold contracts with the Department of Defense (DoD), evidence of the great potential for many more businesses from our area to enter into partnerships with the DoD.

As part of this initiative, the Council endorsed Hooah! Quad Cities, an ongoing military appreciation and community goodwill campaign that reinforces the importance of the arsenal to our national defense. Hooah! Quad Cities was launched in July 2012 in concert with an exceptional partnership between The Moline Dispatch and the Quad-City Times that resulted in a special publication celebrating the 150th anniversary of the arsenal.

• Comprehensive Regional Vision: A consensus vision for the region will be defined and serve as the foundation for this long-term initiative.

Building upon current economic-growth strategy, it is anticipated the new vision will become the Quad Cities' blueprint for action, investment and cooperative efforts.

The new vision will hold community leadership accountable to specific goals, mobilize public and private sector leaders around a common agenda, and ensure resources are allocated strategically.



VP Instruction November

By Dr. Bettie Truitt

Accreditation visits: Black Hawk College hosted a Board of Nursing visit on Thursday, November 1, 2012 to discuss strengths and opportunities for our LPN and RN programs. Partially as a result of Perkins supported computerized testing that was implemented this past year, our current NCLEX pass rates for the LPN program have topped an 85% average for the past 3 quarters. This shows an improvement of almost 10% over the previous year. Our current pass rates for the RN program remain above both state and national averages. We anticipate a final version of the report sometime in November 2012.

Black Hawk College also hosted a Committee on Accreditation of the Educational Programs for the EMS Professions (CoAEMSP) accreditation visit for the EMS program on October 18-19, 2012. Preliminary findings of the visit indicate strengths in multiple areas with very few modifications needed. Black Hawk College will submit a response document which will be evaluated in February 2013 as part of the comprehensive review for our program's compliance with Commission on Accreditation of Allied Health Education Programs (CAAHEP) *Standards*.

Material Science Day: In order to heighten awareness of Black Hawk College's material science curriculum and lab facilities as well as foster enthusiasm for promoting careers in engineering technology, the Engineering, Computer, and Apprenticeship Technologies Department is hosting a Materials Science Day the afternoon of Wednesday, November 28, 2012. The target audience for the event is middle and high school science teachers along with guidance counselors. As a follow up to the event, these groups are encouraged to sign up to bring groups of students to the STB building for tours and demonstrations led by BHC faculty.

CAO meeting: Dr. Truitt will be attending a CAO meeting on Wednesday, November 14, 2012. Agenda items for the meeting include General Education Preparatory Mathematics with presentations from Illinois Mathematics Association of Community Colleges (IMACC), ICCB updates, and Postsecondary College and Career Readiness Taskforce/PARCC Assessments.

Black Hawk College

Community Engagement

Report Prepared by

Dr. Kim E. Armstrong, Assistant Dean of Student Support Services

Viva Quad Cities: The third annual Viva Quad Cities Scholarship was awarded to a graduate from Moline High School. Eight additional Black Hawk students received scholarships. Dr. Baynum presented the Viva QC Scholarship at the Annual Banquet and acknowledged all the scholarship recipients at the Viva QC Fiesta the following Saturday.

Career Connections: A partnership to increase educational and career awareness and opportunities now has a director with offices at Black Hawk College, WIU and EICC. He is now working with the K-12 and afterschool program contacts to insure the success of the initiative.

The Second Latino Youth Summit: On October 6 the conference focusing on the Latino family was held. Seventy- one youth and parents attended. State Farm funded a \$5000 grant to sponsor the Summit. Keynote addresses by Marisa Rivera and Karla Steele, breakout sessions on how to apply to college, immigration laws, gang violence and in what ways college is different from high school were all well received.

College Changes Everything Regional Conference: On November 6 a bi-state conference focusing on networks, collaborations and partnerships will be held at the College. The conference is funded by the Lumina Foundation and is sponsored by the Illinois Student Assistance Commission and Black Hawk College. The goal is to highlight best practice programs that have impacted college preparation and success in our area.

The Minority Persistence to Course Completion Teams: Working committees comprised of faculty, staff and students are investigating issues surrounding retention and graduation rates of the following under representative groups: The NAACP of Rock Island County, the Boys and Girls Club, and The Latino Youth Summit.



Support For Non-Traditional Students



Black Hawk College serves all or part of nine counties in northwestern Illinois with a population of more than 225,000 residents. Operated as one college with two campuses and several outreach sites, Black Hawk offers more than 40 liberal arts and science curricula in the transfer area and more than 100 career track programs leading to degrees and certificates. The college also offers a wide range of special purpose and community service programs.

The college serves nearly 20,000 credit and non-credit students in 56 degree and 48 occupational certificate programs. Black Hawk serves more people than any other institution of higher education in the Quad-Cities area.

The Challenge: Serving Diverse Students On and Off Campus

Black Hawk serves a diverse student body that includes first generation college students, non-traditional students and international students. The average age of a Black Hawk student is 27 years old. Students enter their first semester of coursework with varying levels of preparation and yet they all need to learn the same content.

“I have just 50 minutes of class time to cover a topic,” explains Christian J. Roldan Santos, Mathematics Instructor. “My students have to spend time on their own to do the work and learn. The challenge is getting students the help they need with study skills as well as subject content and it has to fit their schedules.”

continued

Program Details

- Client:** Black Hawk College
- Enrollment:** About 20,000* students
- Structure:** 2-year college
- Partner Since:** 2008
- Access Points:** The on-campus tutoring center and remotely from home computers
- Hours:** 24 hours a day, 7 days a week
- Subjects:** Math, Science, English, Writing and Business

* Includes students enrolled in both credit and non-credit courses

“We originally selected Tutor.com to support our students taking online and hybrid classes, but we quickly realized that Tutor.com was beneficial to all our students.”

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

Black Hawk Survey Results*

99%

Are glad Black Hawk offers this service

99%

Would recommend this service to a friend

97%

Say Tutor.com helps them complete their homework assignments

94%

Say Tutor.com helps them improve their grades

97%

Say Tutor.com helps them be more confident about their school work



*Compiled from post-session surveys during the 2011-2012 academic year.



What Black Hawk Students Are Saying About Tutor.com

“Thank you for offering this. It isn't possible for me to be at the tutoring center everytime I need it, and as long as math is part of my schedule I will need it often! This is a huge help... Thanks again!”

“I really appreciate the help I have been given here. My tutor has really helped me, not only get through homework but help me understand my assignment more. It means a lot to me that I can learn even more about my work here when I have questions on my homework. I would like to thank you very much for the help.”

“Once again, my tutor went out of her way to explain the subject I was seeking help on. 10 out of 10!”

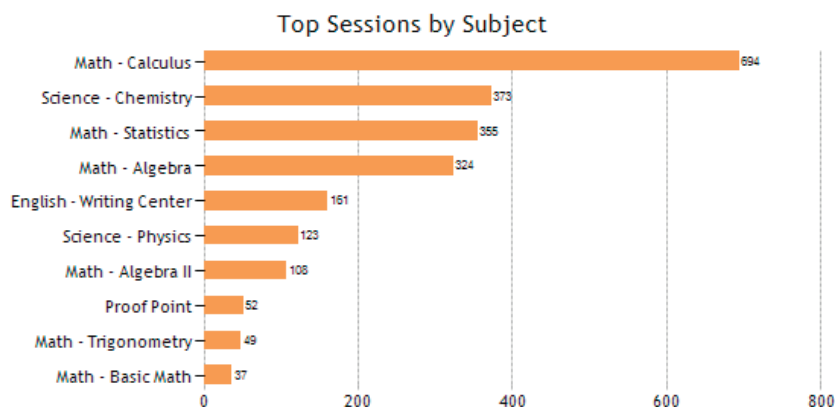
“Wonderful!!!! It was just like having someone here with me to help me at a pace that wasn't rushed, so that I could understand!”

“My tutor was extremely helpful in solving a chemistry equation I was having trouble with. Not only did he help me arrive at the answer, but took the extra time to explain HOW I get the answer. He went further to provide multiple examples. VERY satisfied. THANK YOU!”

Kari Koster, Student Success Center Director, faced three additional challenges related to operating onsite tutoring: funding, space and continuity. State funding has decreased, she says, so they don't have money to try and sustain new programs. Their open area can get noisy if math and writing tutoring are going on simultaneously. And, peer tutors leave after two years, so it's difficult to maintain consistency in the tutoring program.

Tutor.com's Solution: 24/7 On Demand, Mobile Tutoring

Koster says Black Hawk College is moving toward offering entire Associate's degrees online. Initially they looked at online tutoring as a way to support their growing base of online courses, but they've found that Tutor.com meets the needs of students on and off campus. “Tutor.com expands what we do here at the Success Center,” she says. “The tutors are available during hours when we are not and they cover all the upper level classes that are difficult for us to staff. We are also able to individually track the students using Tutor.com and about 80% of students getting tutoring passed their classes. We are very pleased with that.”



Roldan Santos reinforces Koster's perspective. “With Tutor.com, students can log in and get help at any point, any time, and that instant connection is very important,” he says. “Students like to work late at night. If they send me an email at midnight, I won't reply to it until the next day and by then they have moved on. Tutor.com gives the students' the assurance that there is always someone there to help.”

Koster says the value of Tutor.com is demonstrated in the responses they get from students about the service. “We didn't fully realize the degree to which student needs weren't being met. Being able to offer a 24-hour service is priceless for students. Tutor.com fills the gaps for students who don't fit into traditional schedules and meets the needs of students across a diverse population.”

**DISCUSSION AND ANALYSIS OF THE
FINANCIAL OPERATIONS REPORT FOR
THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2012**

EDUCATION FUND AND OPERATIONS & MAINTENANCE FUND

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

Revenues for FY13 increased from last year's level by \$422,642 or 3.21%.

Notable changes in revenue year over year include:

- Fall Tuition revenue increase of \$204,761 or 3.70%
- Summer Tuition revenue increase of \$167,050 or 431.74% due to reporting change implemented in FY12
- Adult Ed Tuition revenue increase of \$266,695 or 47.94%
- Property tax revenue decrease of \$115,761 or 3.49%
- Student fees revenue decrease of \$70,175 or 10.57%
- Investment income revenue decrease of \$31,164 or 28.90%

Expenditures for FY13 decreased from last year's level by \$571,597 or 5.16%.

Notable changes in expenditures year over year include:

- Ed Fund salaries decrease of \$1,031,394 or 15.68% due to accounting method change
- Benefits increase of \$83,333 or 5.51% due to increased health care expenses
- Contractual services expense increase of \$86,557 or 26.62%
- Supplies & Materials expense decrease of \$94,846 or 15.71%
- Waivers, primarily Adult Ed, increase of \$457,486 or 45.63%, please see Waivers Expense Analysis at the end of this report

AUXILIARY FUND

Both year-to-date revenue and expenditures have decreased over last year. Revenue has decreased 8.28% and expenditures have decreased 2.54%.

The decrease in revenue of \$161,236 is attributable to a \$126,856 or 8.51% decrease at the QC Bookstore, a \$31,870 or 12.21% decrease at the EC Bookstore, and a \$11,881 or 6.43% decrease in student auxiliary fees due to lower enrollment.

Expenditures are down \$40,844 due to a \$65,861 or 5.79% decrease in QC Bookstore expenses and a \$19,825 or 9.86% decrease in EC Bookstore expenses offset by an increase of \$61,636 or 144.05% increase in Student Life expenditures.

The financial information on the following pages represents the major items of revenue and expenditures for the month ended October 31, 2012 for each of the appropriated funds.



**REPORT OF FINANCIAL OPERATIONS OF THE COLLEGE
FOR THE PERIOD ENDING OCTOBER 31, 2012**

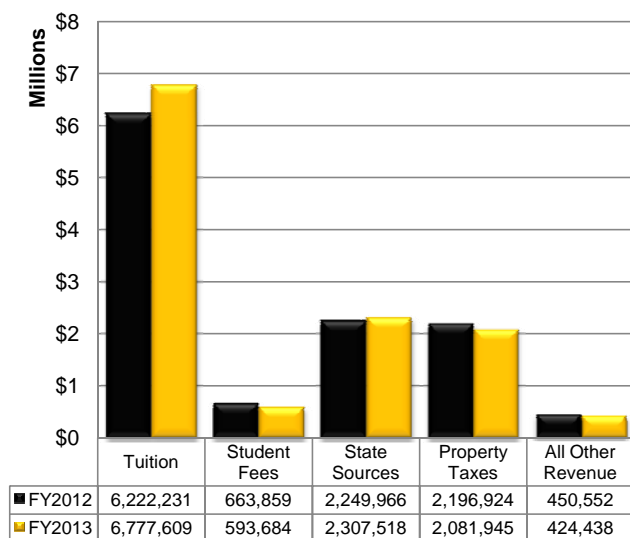
	FISCAL YEAR 2013				FISCAL YEAR 2012				DIFFERENCE	
	Current Month Actual	YTD Actual 33% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	Current Month Actual	YTD Actual 33% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	% YTD Actual 2013 / 2012	\$ YTD Actual 2013 / 2012
EDUCATION FUND										
REVENUE	\$ 1,705,359	\$ 12,185,195	\$ 31,551,446	38.62%	\$ 1,667,852	\$ 11,783,533	\$ 30,007,693	39.27%	3.41%	\$ 401,662
EXPENDITURES	\$ 2,618,323	\$ 9,212,588	\$ 32,376,800	28.45%	\$ 1,875,857	\$ 9,824,844	\$ 30,670,965	32.03%	-6.23%	\$ (612,256)
OPERATIONS & MAINTENANCE FUND										
REVENUE	\$ 359,803	\$ 1,420,943	\$ 4,521,078	31.43%	\$ 1,171,569	\$ 1,399,963	\$ 4,446,944	31.48%	1.50%	\$ 20,980
EXPENDITURES	\$ 314,332	\$ 1,296,756	\$ 4,595,884	28.22%	\$ 312,015	\$ 1,256,097	\$ 4,366,114	28.77%	3.24%	\$ 40,659
TOTAL FOR EDUCATION AND OPERATIONS AND MAINTENANCE										
REVENUE	\$ 2,065,162	\$ 13,606,138	\$ 36,072,524	37.72%	\$ 2,839,421	\$ 13,183,496	\$ 34,454,637	38.26%	3.21%	\$ 422,642
EXPENDITURES	\$ 2,932,655	\$ 10,509,344	\$ 36,972,684	28.43%	\$ 2,187,872	\$ 11,080,941	\$ 35,037,079	31.63%	-5.16%	\$ (571,597)
AUXILIARY FUND										
REVENUE	\$ 40,413	\$ 1,786,147	\$ 3,922,900	45.53%	\$ 12,388	\$ 1,947,383	\$ 3,936,285	49.47%	-8.28%	\$ (161,236)
EXPENDITURES	\$ 126,422	\$ 1,567,296	\$ 3,922,900	39.95%	\$ 124,148	\$ 1,608,140	\$ 3,885,417	41.39%	-2.54%	\$ (40,844)
AUDIT										
REVENUE	\$ 8,287	\$ 33,150	\$ 94,992	34.90%	\$ 30,448	\$ 30,454	\$ 86,440	35.23%	8.85%	\$ 2,696
EXPENDITURES	\$ 33,000	\$ 33,000	\$ 80,000	41.25%	\$ 5,700	\$ 25,700	\$ 71,170	36.11%	0.00%	\$ 7,300
LIABILITY, PROTECTION & SETTLEMENT FUND										
REVENUE	\$ 235,693	\$ 965,397	\$ 2,769,370	34.86%	\$ 861,926	\$ 862,286	\$ 2,476,046	34.83%	11.96%	\$ 103,111
EXPENDITURES	\$ 224,483	\$ 925,075	\$ 3,383,477	27.34%	\$ 154,519	\$ 855,669	\$ 2,476,050	34.56%	8.11%	\$ 69,406
BOND & INTEREST FUNDS										
REVENUE	\$ 455,204	\$ 1,820,854	\$ 5,456,825	33.37%	\$ 1,832,759	\$ 1,854,727	\$ 5,502,775	33.71%	-1.83%	\$ (33,873)
EXPENDITURES	\$ -	\$ (42,267)	\$ 5,456,825	-0.77%	\$ -	\$ (56,529)	\$ 5,452,775	-1.04%	-25.23%	\$ 14,262
WORKING CASH FUND										
REVENUE	\$ 31,769	\$ 118,975	\$ 300,000	39.66%	\$ 36,818	\$ 146,936	\$ 400,000	36.73%	-19.03%	\$ (27,961)
OPERATION & MAINTENANCE RESTRICTED FUNDS										
REVENUE	\$ 172,664	\$ 660,903	\$ 23,540,000	2.81%	\$ 641,374	\$ 805,422	\$ 3,970,000	20.29%	-17.94%	\$ (144,519)
EXPENDITURES	\$ 830,035	\$ 3,546,648	\$ 18,307,317	19.37%	\$ 1,061,196	\$ 2,538,464	\$ 16,230,626	15.64%	39.72%	\$ 1,008,184
RESTRICTED FUNDS										
REVENUE	\$ 201,188	\$ 5,480,403	\$ 21,471,830	25.52%	\$ 4,713,431	\$ 6,138,255	\$ 15,109,806	40.62%	-10.72%	\$ (657,853)
EXPENDITURES	\$ 651,203	\$ 8,047,476	\$ 21,526,012	37.38%	\$ 475,261	\$ 8,098,420	\$ 15,188,424	53.32%	-0.63%	\$ (50,944)

EDUCATION FUND

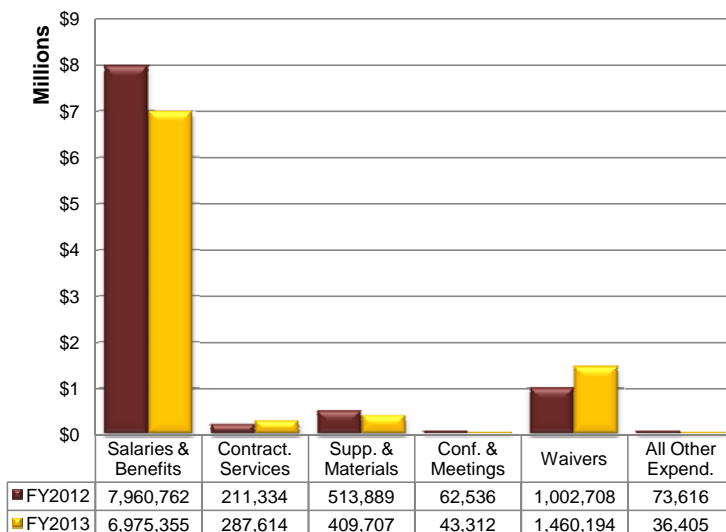
Revenue	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Tuition - Fall	\$ 37,446	\$ 5,743,512	\$ 5,972,975	\$ 21,768	\$ 5,538,751	\$ 5,138,004
Tuition - Spring	-	5,320	5,746,483	3,916	88,448	5,105,962
Tuition - Summer	-	205,742	898,447	(978,230)	38,692	911,785
Tuition - Adult Ed	354,680	823,035	2,713,294	(164,032)	556,340	2,739,322
Student Fees	48,524	593,684	1,321,489	42,963	663,859	1,273,490
State Funding	576,880	2,307,518	6,812,644	563,036	2,249,966	6,958,414
Property Taxes	637,384	2,081,945	6,753,254	2,125,793	2,196,924	6,679,506
Sales & Service	21,102	302,644	598,260	23,735	300,487	569,710
Investment Income	23,921	76,661	250,000	22,512	107,825	300,000
Other Revenue	5,423	45,134	184,600	6,393	42,241	31,500
Uncollectible Tuition	-	-	(100,000)	-	-	(100,000)
Contingency	-	-	400,000	-	-	400,000
TOTAL	\$ 1,705,359	\$ 12,185,195	\$ 31,551,446	\$ 1,667,852	\$ 11,783,533	\$ 30,007,693

Expenditures	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 1,725,050	\$ 5,547,039	\$ 20,591,701	\$ 1,591,072	\$ 6,578,433	\$ 19,753,874
Benefits	308,851	1,428,316	3,833,679	323,255	1,382,328	4,124,241
Contractual Services	111,604	287,614	1,361,397	51,316	211,334	1,187,609
Supplies & Materials	75,869	409,707	1,620,612	145,186	513,889	1,559,628
Conference & Meetings	11,313	43,312	314,815	15,814	62,536	318,438
Fixed Charges	(150)	3,600	22,900	1,600	6,178	35,800
Utilities	917	1,325	5,500	123	1,047	15,780
Capital Outlay	-	-	-	-	6,002	6,002
Waivers	383,751	1,460,194	4,015,000	(261,043)	1,002,708	3,000,000
Other Expenditures	1,119	31,480	80,396	8,534	60,389	144,593
Contingency	-	-	530,800	-	-	525,000
TOTAL	\$ 2,618,323	\$ 9,212,588	\$ 32,376,800	\$ 1,875,857	\$ 9,824,844	\$ 30,670,965

Education Fund Revenue (Dollars)



Education Fund Expenditures (Dollars)

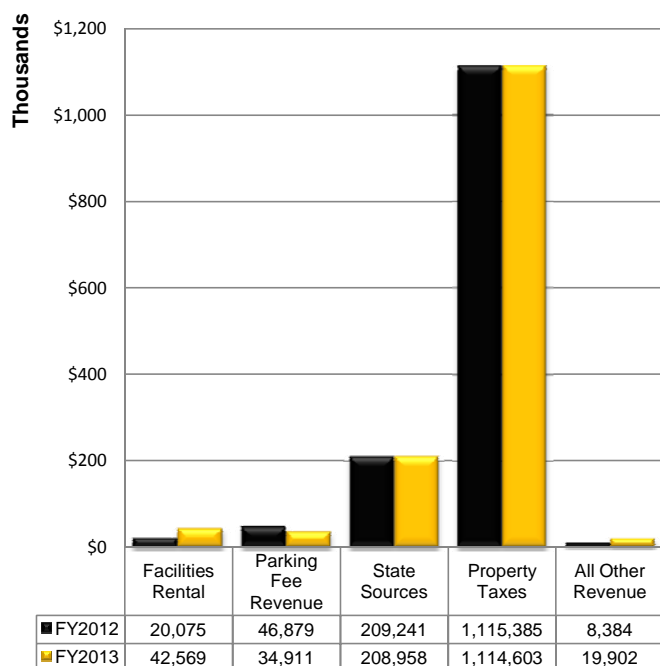


OPERATIONS & MAINTENANCE FUND

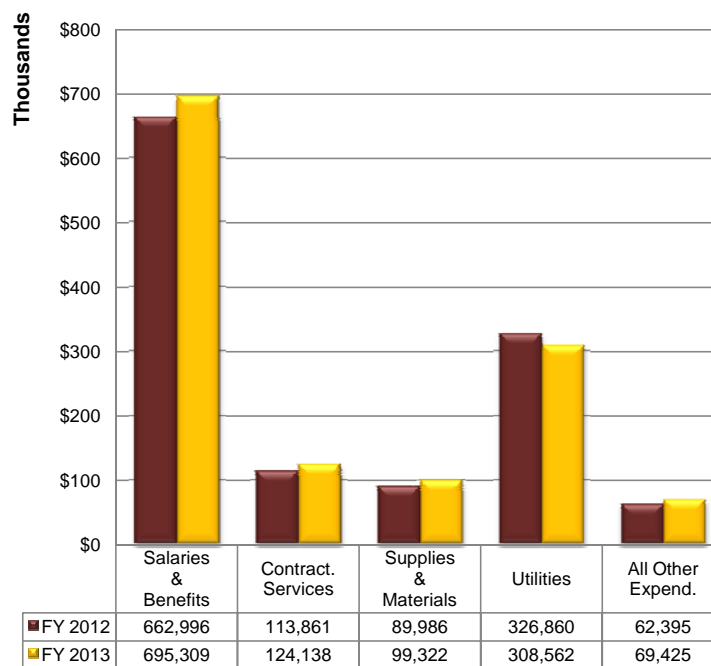
Revenue	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Facilities Rental	\$ 11,990	\$ 42,569	\$ 122,640	\$ 8,925	\$ 20,075	\$ 123,900
Parking Fee Revenues	1,318	34,911	85,000	1,098	46,879	85,000
ICCB Credit Hour Grants	52,240	208,958	627,724	52,310	209,241	627,724
Property Taxes	291,635	1,114,603	3,400,414	1,105,724	1,115,385	3,325,020
Other Revenue	2,621	19,902	35,300	3,512	8,384	35,300
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 359,803	\$ 1,420,943	\$ 4,521,078	\$ 1,171,569	\$ 1,399,963	\$ 4,446,944

Expenditures	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 136,761	\$ 526,464	\$ 1,717,222	\$ 135,209	\$ 531,497	\$ 1,717,389
Benefits	42,426	168,845	525,282	32,505	131,499	428,877
Contractual Services	35,106	124,138	462,834	30,668	113,861	249,602
Supplies & Materials	27,012	99,322	320,354	25,637	89,986	272,617
Conference & Meetings	329	662	30,170	159	285	7,720
Fixed Charges	13,914	67,987	160,172	11,508	45,615	170,915
Utilities	58,674	308,562	1,114,850	76,329	326,860	1,237,500
Capital Outlay	-	-	-	-	16,495	16,495
Other Expenditures	110	776	-	-	-	-
Contingency	-	-	265,000	-	-	265,000
TOTAL	\$ 314,332	\$ 1,296,756	\$ 4,595,884	\$ 312,015	\$ 1,256,097	\$ 4,366,114

Operations & Maintenance Fund Revenue (Dollars)



Operations & Maintenance Fund Expenditures (Dollars)

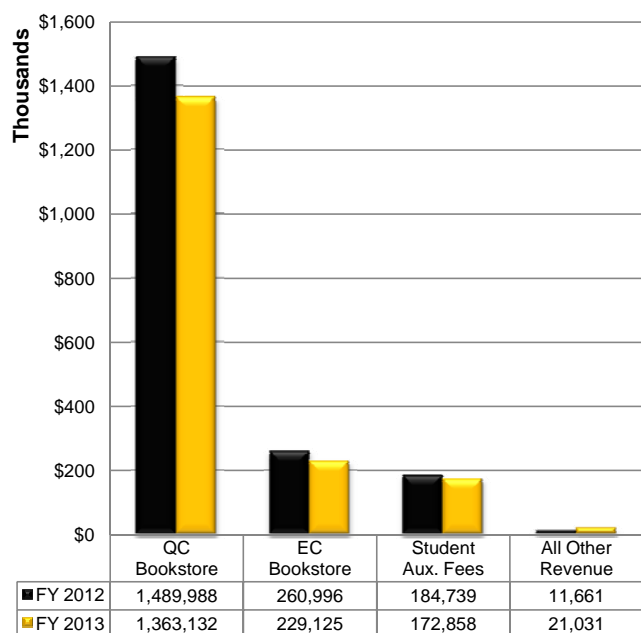


AUXILIARY FUND

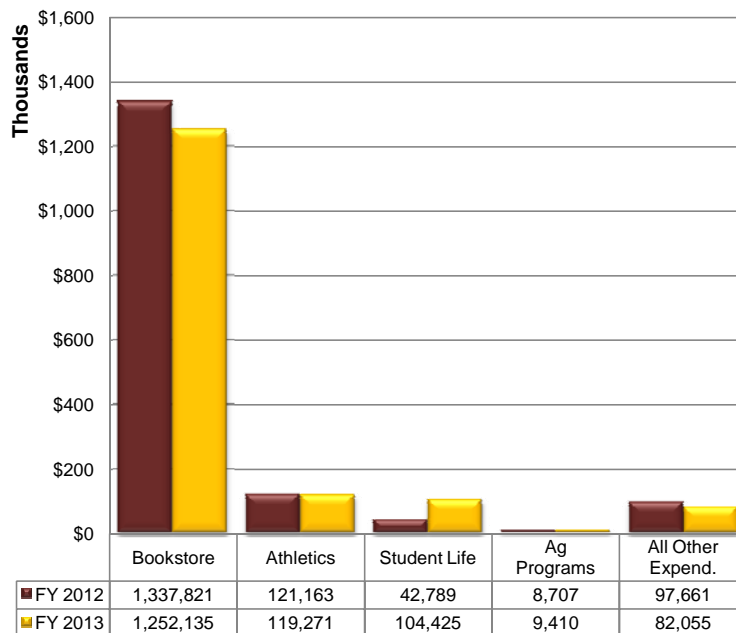
Revenue	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 23,932	\$ 1,363,132	\$ 2,795,050	\$ 28,732	\$ 1,489,988	\$ 2,860,900
Bookstore - EC	5,593	229,125	428,850	4,862	260,996	474,300
Food Service - QC	1,685	2,881	12,000	1,786	3,145	12,500
Vending - QC	6,526	13,113	25,000	20	4,729	30,100
Student Auxiliary Fees	1,267	172,858	405,000	(23,092)	184,739	300,000
Other Revenue	1,409	5,038	7,000	80	3,787	8,485
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 40,413	\$ 1,786,147	\$ 3,922,900	\$ 12,388	\$ 1,947,383	\$ 3,936,285

Expenditures	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 33,378	\$ 1,070,845	\$ 2,271,780	\$ 32,227	\$ 1,136,706	\$ 2,323,614
Bookstore - EC	9,691	181,290	365,809	6,570	201,115	402,273
Athletics - QC	19,830	79,329	269,350	21,476	76,194	372,706
Athletics - EC	11,854	39,942	139,221	14,666	44,969	143,166
Student Life	21,055	104,425	315,935	7,947	42,789	182,673
Ag Programs - EC	5,192	9,410	49,650	6,593	8,707	42,000
Other Expenditures	25,423	82,055	261,155	34,668	97,661	168,985
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 126,422	\$ 1,567,296	\$ 3,922,900	\$ 124,148	\$ 1,608,140	\$ 3,885,417

Auxiliary Fund Revenue (Dollars)



Auxiliary Fund Expenditures (Dollars)



AUDIT FUND

Revenue	FY 2013			FY2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 8,287	\$ 33,150	\$ 94,992	\$ 30,448	\$ 30,454	\$ 86,440

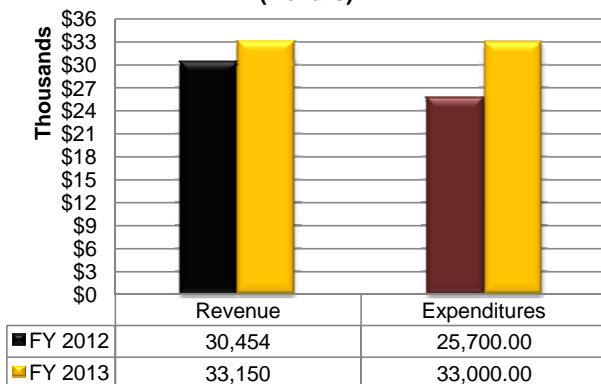
Expenditures	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 33,000	\$ 33,000	\$ 80,000	\$ 5,700	\$ 25,700	\$ 71,170

LIABILITY, PROTECTION AND SETTLEMENT FUND

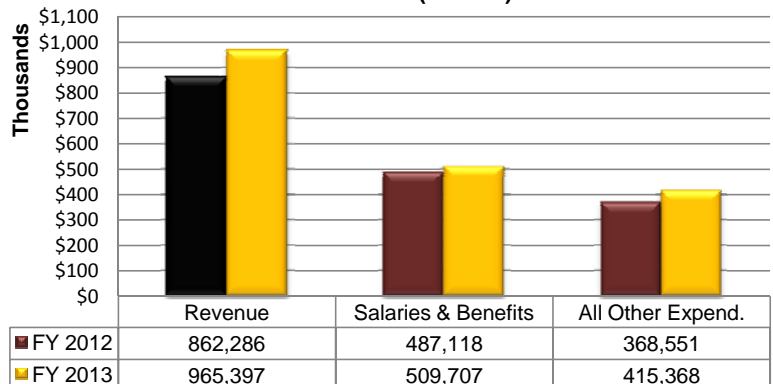
Revenue	FY 2013			FY2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 235,693	\$ 965,397	\$ 2,769,370	\$ 861,926	\$ 862,286	\$ 2,476,046

Expenditures	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries & Other Benefits	\$ 76,617	\$ 284,882	\$ 1,080,016	\$ 73,644	\$ 279,522	\$ 908,848
Unemployment	21,638	21,638	25,000	3,998	3,998	25,000
Worker's Compensation	18,889	75,556	250,000	19,193	76,772	220,000
Medicare Expense	25,906	98,050	300,000	26,031	97,240	300,000
FICA Expense	8,419	29,580	100,000	8,074	29,585	100,000
Insurance (General)	9,701	291,928	450,000	-	287,966	400,000
Legal Services	4,311	11,900	107,250	12,688	48,469	102,746
Other Expenditures	59,002	111,540	1,071,211	10,892	32,116	223,529
Contingency	-	-	-	-	-	195,928
TOTAL	\$ 224,483	\$ 925,075	\$ 3,383,477	\$ 154,519	\$ 855,669	\$ 2,476,050

Audit Fund (Dollars)



Liability, Protection & Settlement Fund (Dollars)



BOND & INTEREST FUNDS

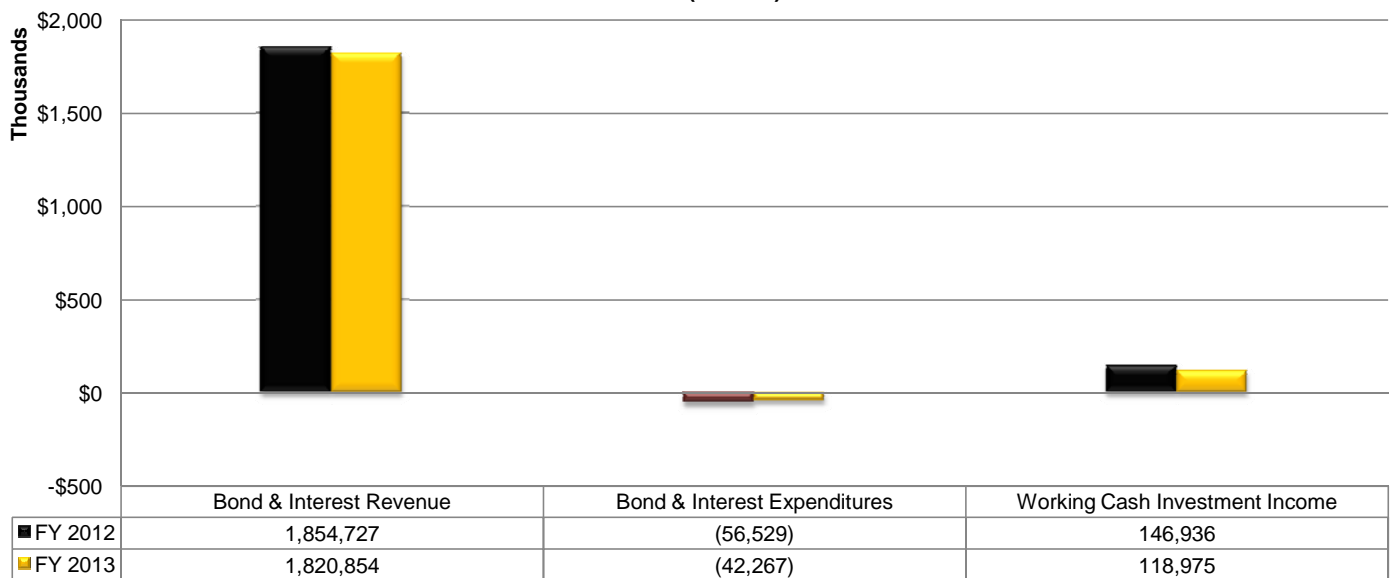
Revenue	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 455,204	\$ 1,820,854	\$ 5,456,825	\$ 1,832,759	\$ 1,854,727	\$ 5,502,775

Expenditures	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ -	\$ (42,267)	\$ 5,456,825	\$ -	\$ (56,529)	\$ 5,452,775

WORKING CASH FUND

Revenue	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Investment Income	\$ 31,769	\$ 118,975	\$ 300,000	\$ 36,818	\$ 146,936	\$ 400,000

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



RESTRICTED OPERATIONS & MAINTENANCE FUND

Revenue for the month:

	Current Month Actual	YTD Actual
TOTAL REVENUE	\$ 172,664	\$ 660,903

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	731102	-	299,218	986,400	30%	
FY11 Water Main Feed Renovation - EC	731103	-	-	57,200	0%	
FY11 Stairwell & Flooring Upgrades - QC	731104	-	116,665	182,400	64%	
FY11 Boiler/Chiller Mechanical Renovations	731105	-	315,197	315,197	100%	X
FY12 AHU-120 Replacement - QC	731201	-	104,494	283,000	37%	
FY12 Bldg A Lower Level RTU Relacement - EC	731202	-	-	145,900	0%	
FY12 Interior/Exterior Lighting Upgrades - EC	731203	-	311,826	336,505	93%	
FY12 Yard Hydrant Replacement - EC	731204	-	-	44,000	0%	
FY12 Classroom/Office HVAC Upgrade - EC	731205	-	-	109,900	0%	
FY12 Pool HVAC Replacement - QC	731206	-	-	449,900	0%	
FY12 Automotive Shop HVAC Upgrades - EC	731207	-	6,250	121,400	5%	
FY12 Stairwell Asbestos Abatement - QC	731208	-	47,395	49,017	97%	
FY12 Bldg 1 Curtain Wall - QC	731209	-	-	304,800	0%	
FY13 EC Sanitary Sewer	731301	-	23,650	214,247	11%	
FY10 Fire Alarm System Upgrade - QC	7388	-	1,431,859	1,431,859	100%	X
PHS Contingency	7890	-	73,096	938,296	NA	
Protection, Health & Safety Projects Totals		\$ -	\$ 2,866,516	\$ 6,106,887		

Local Projects						
Student Housing ,	781301	-	-	17,300	0%	
ITS Local Refresh ,	7820	-	65,917	65,917	100%	X
QC Facilities Local Refresh ,	7821	-	209,117	216,404	97%	
EC Facilities Local Refresh ,	7822	5,493	82,906	88,563	94%	
EC Furniture and Equipment ,	7823	-	42,522	48,918	87%	
EBS License Revenue ,	7825	-	150,000	230,970	65%	
Industrial Training Lab Purchase/Remodel ,	7826	-	257,700	400,000	64%	
Architect Fees - Special Projects ,	7884	-	34,042	88,943	38%	
Facilities Assessment	7886	-	107,259	107,259	100%	X
Emergency Contingency	7805	-	3,000	600,000	NA	
Interest Revenue Earned ,	7805	-	(51,304)	-	NA	
Local Projects Totals		\$ 5,493	\$ 901,160	\$ 1,864,274		

Surplus Operating Funds						
QC Scoreboard Replacement	791201	-	84,750	84,750	100%	X
EC Instructional Equipment	791202	-	458	35,000	1%	
QC Instructional Equipment	791203	-	-	24,690	0%	
Learning Management System	791204	-	106,453	130,000	82%	
Pool Vehicle Purchases	791205	50,000	63,406	113,406	56%	
Master Plan	791301	-	-	292,600	0%	
Surplus Operating Funds	790000	-	-	1,591,860	NA	
Local Surplus Operating Funds		\$ 50,000	\$ 255,067	\$ 2,272,306		

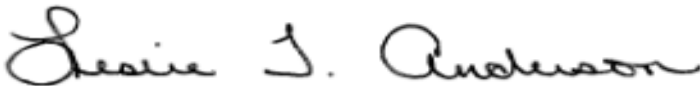
Note 1: Budget is estimated and subject to change

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

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	-	1,544,571	3,934,211	-	3,934,211	39%	
QC1 2nd Floor Business Office ²	7602	55,376	5,720	500,000	190,000	690,000	1%	
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	-	39,147	150,000	-	150,000	26%	
QC1 Auditorium	7606	8,976	476,272	537,413	-	537,413	89%	
East Campus Auditorium	7607	-	533,977	533,977	-	533,977	100%	X
QC2 Bldg Addition ³	7608	10,105	4,067,008	3,040,000	1,187,630	4,227,630	96%	
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	3,330	253,949	567,516	-	567,516	45%	
Printer Refresh FY11-FY13	7612	-	54,374	105,000	-	105,000	52%	
Projector Refresh FY11-FY13	7613	-	148,647	201,000	-	201,000	74%	
Banner Expansion ⁵	7614	-	448,171	-	738,585	738,585	61%	
Technology Infrastructure Refresh FY11-FY13	7615	11,435	484,681	775,000	-	775,000	63%	
ITS Projects FY11-FY13	7616	3,628	665,828	851,484	-	851,484	78%	
Instructional Refresh	7617	85,969	123,077	493,000	-	493,000	25%	
QC Library Renovations	7618	-	20,700	700,000	-	700,000	3%	
District Street & Parking Repairs ⁴	7619	-	1,281,774	1,890,000	390,000	2,280,000	56%	
District Wellness Facilities Update	7620	-	31,165	919,274	-	919,274	3%	
EC Science Lab Remodel	7621	-	221,043	3,010,451	-	3,010,451	7%	
FY10 Bonds Contingency	7895	-	230,000	230,000	-	230,000	NA	
Interest Revenue Earned	7895	-	(650,358)	-	(650,358)	(650,358)	NA	
2010 Bond Projects Totals		\$ 178,819	\$ 11,221,760	\$ 20,000,000	\$ 1,855,857	\$ 21,855,857		



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: \$390,000 provided by Illinois Capital Development Board

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

**BLACK HAWK COLLEGE
RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY
FOR THE PERIOD ENDING OCTOBER 31, 2012**

	Current Activity	Cumulative Activity	Budget
State Sources:			
Illinois Community College Board			
State Program Improvement	\$ -	\$ -	\$ 22,993
Early School Leaver	5,954	23,687	74,451
FY13 Innovation Grant	-	-	3,000
Adult Education - Basic	23,059	66,880	200,409
Adult Education - Public Assistance	11,221	33,973	104,282
Adult Education - Performance	13,385	60,146	187,014
Illinois State Board of Education			
Truants' Alternative Education	15,578	46,410	173,166
Secretary of State			
FY13 Adult Volunteer Literacy	3,931	15,599	59,000
FY13 Family Literacy/Moline Center	2,050	6,532	31,100
FY13 Family Literacy/Church of Peace Upper Division	2,050	6,532	31,100
FY13 Family Literacy/Church of Peace Lower Division	3,408	12,840	31,100
Department of Commerce and Economic Opportunity			
Small Business Development Center 01/01/12 - 12/31/12	3,289	13,184	36,250
International Trade Center 01/01/12 - 12/31/12	3,141	12,562	36,250
Procurement Technical Assistance Center 07/01/12 - 06/30/13	903	4,542	39,000
Eliminating the Digital Divide 06/01/12 - 06/30/13	6,826	12,710	37,310
Technology Innovation and Entrepreneurship Specialty 06/15/11 - 12/31/12	2,749	85,841	100,000
Illinois State Financial Aid			
Illinois Student Assistance Commission - MAP	695	388,530	388,530

	Current Activity	Cumulative Activity	Budget
Cash Match Funds:			
Small Business Development Center - State Grant 01/01/12-12/31/12	\$ 3,800	\$ 18,386	\$ 27,219
Small Business Development Center - Federal Grant 01/01/12-12/31/12	3,671	25,055	27,219
International Trade Center - State Grant 01/01/12-12/31/12	1,697	14,429	27,219
International Trade Center - Federal Grant 01/01/12-12/31/12	367	6,998	27,219
Procurement Technical Assistance Center	5,962	24,623	63,622

1 Award amount is estimated based on current activity

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

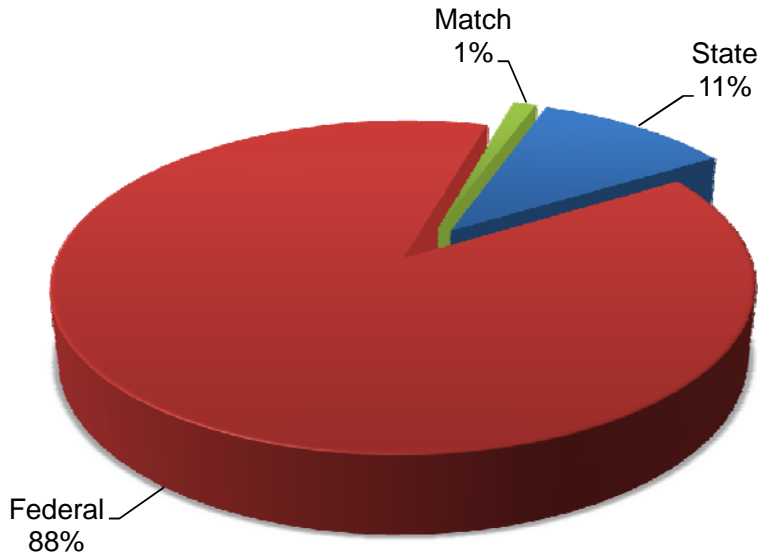
**BLACK HAWK COLLEGE
RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY
FOR THE PERIOD ENDING OCTOBER 31, 2012**

	Current Activity	Cumulative Activity	Budget
Federal Sources:			
Department of Education			
Strengthening Institutions	\$ 13,068	\$ 98,334	\$ 478,761
PELL	8,611	4,108,851	4,108,851
College Work Study	16,979	28,315	153,217
SEOG	(500)	64,704	112,992
Direct Loans	291,095	1,821,059	1,821,059
Adult Education Federal Basic	22,387	54,867	192,309
EL/Civics	2,930	8,052	37,318
Carl Perkins Grant	23,206	80,193	301,769
CTE Innovations Grant	-	-	5,746
Student Support Services 09/01/12 - 8/31/13	25,802	51,024	339,036
Local Programs of Study Implementation 08/01/12 - 06/30/13	333	777	10,000
Department of Labor			
Workforce Investment Act - Training for Employment and Academic Mastery	5,042	19,721	78,017
ESL for Seaford Employees	3,065	7,962	20,856
Department of Defense			
Procurement Technical Assistance Center 07/01/12 - 06/30/13	2,698	9,675	35,000
Small Business Administration			
Small Business Development Center 01/01/12 - 12/31/12	2,889	32,170	36,250
International Trade Center 01/01/12 - 12/31/12	2,774	30,824	36,250
Department of Human Services			
Refugee Social Services	2,124	5,894	30,137
Department of Veterans' Affairs - GI Bill			
	10,895	24,371	24,371

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
October 31, 2012**

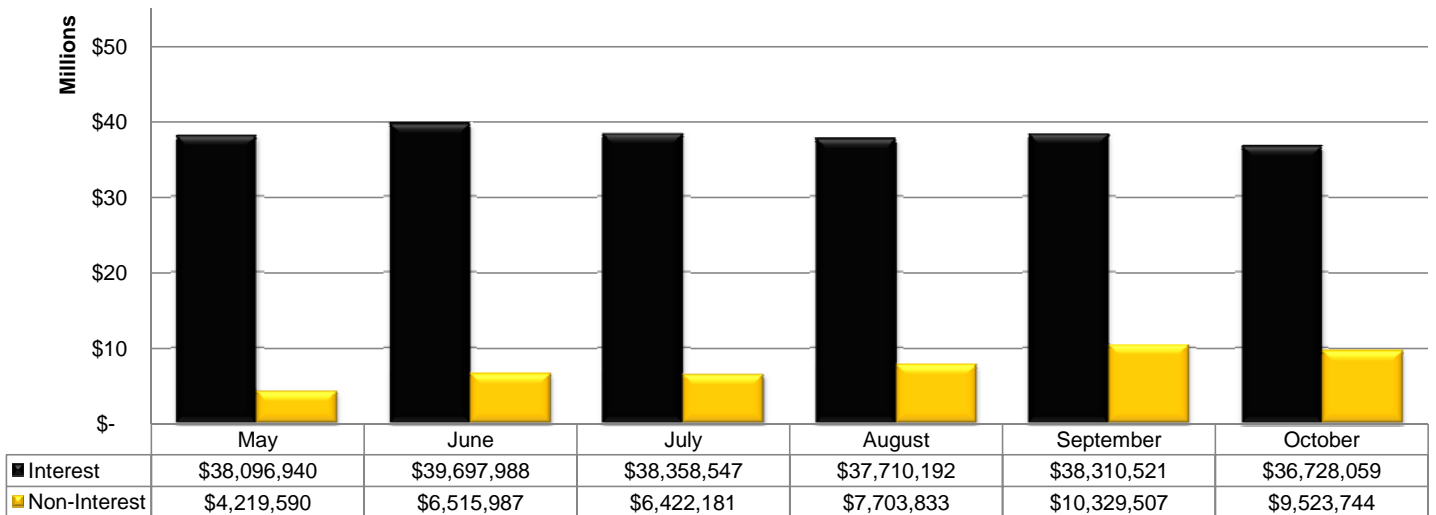
Account	Bank	Yield	Maturity	Book Balance	Reconciling Items	Bank Balance
Education Fund	THE National Bank, East Moline	2.75%	On Demand	\$ 6,813,178		
	US Bank	0.128%	On Demand			
Operations and Maintenance	THE National Bank, East Moline	2.75%	On Demand	1,235,027		
Auxiliary Fund	THE National Bank, East Moline	2.75%	On Demand	402,638		
Payroll	THE National Bank, East Moline	2.75%	On Demand	(3,244)		
Subtotal Operating & Auxiliary Funds				\$ 8,447,598	\$ (74,668)	\$ 8,372,930

Audit Fund	THE National Bank, East Moline	0.00%	On Demand	\$ 212,325		
Liability, Protection, & Settlement	THE National Bank, East Moline	0.00%	On Demand	2,674,338		
Restricted Funds	THE National Bank, East Moline	0.00%	On Demand	(12,762)		
Subtotal Restricted Funds				\$ 2,873,900	\$ 220,624	\$ 3,094,524

2010 Bond and Interest	THE National Bank, East Moline	0.00%	On Demand	\$ 4,599,582	\$ -	\$ 4,599,582
2010 Bond Proceeds - Cash Equivalents	Blackhawk Bank & Trust, Milan	0.40%	On Demand	4,398,918	-	4,398,918
2010 Bond Proceeds - Cash Equivalents	THE National Bank, East Moline, Trust	Various	On Demand	998,932	-	998,932
2010 Bond Proceeds - Cash	THE National Bank, East Moline	0.00%	On Demand	317,397	751,686	1,069,084
2010 Bond Proceeds - Investments	THE National Bank, East Moline, Trust	Various	Various	3,290,121	(750,000)	2,540,121
Plant Funds - PHS & Local Projects	THE National Bank, East Moline	2.75%	On Demand	6,307,658	-	2,816,694
Plant Funds - PHS & Local Projects	Blackhawk Bank & Trust, Milan	0.40%	On Demand			3,490,964
Subtotal Operations & Maintenance Restricted Funds				\$ 19,912,608	\$ 1,686	\$ 19,914,294

Working Cash Fund	THE National Bank, East Moline	2.75%	On Demand	\$ 12,809,330	\$ -	\$ 12,809,330
VEBA Insurance Fund	THE National Bank, East Moline	0.00%	On Demand	2,013,820	13,521	727,171
VEBA Insurance Fund - Cash Equivalents	Blackhawk Bank & Trust, Milan	0.40%	On Demand			1,300,171
For Deposit Only	THE National Bank, East Moline	0.00%	On Demand	-	-	-
Section 125	THE National Bank, East Moline	0.00%	On Demand	33,384	-	33,384
Subtotal Other Funds				\$ 14,856,534	\$ 13,521	\$ 14,870,055
Total Cash Position				\$ 46,090,640	\$ 161,163	\$ 46,251,803

Interest vs. Non-Interest Bearing Deposits



**BLACK HAWK COLLEGE
STATE MONIES RECAP
FISCAL YEAR 2013
AS OF OCTOBER 31, 2012**

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	\$ -	\$ 3,291,093	\$ 1,097,031	JUL - OCT
Base Operating (O&M Fund)	ICCB	626,875	-	626,875	\$ 208,958	JUL - OCT
Equalization	ICCB	3,348,294	-	3,348,294	\$ 1,116,098	JUL - OCT
Career & Tech Ed.	ICCB	283,167	-	283,167	\$ 94,389	JUL - OCT
Total Operating Funds		\$ 7,549,429	\$ -	\$ 7,549,429	\$ 2,516,476	
Restricted Funds - FY13						
Adult Education - State Basic	ICCB	200,409	-	200,409	66,803	JUL - OCT
Adult Education - Performance	ICCB	187,014	-	187,014	62,338	JUL - OCT
Adult Education - Public Assistance	ICCB	104,282	-	104,282	34,761	JUL - OCT
Program Improvement	ICCB	22,993	-	22,993	-	NONE
Early School Leaver	ICCB	74,451	-	74,451	23,687	JUL - OCT
CTE Innovation Grant	ICCB	3,000	-	3,000	-	NONE
Technology, Innovation & Entrepreneurship (TIES)	DCEO	33,365	33,365	-	-	NONE
Eliminating the Digital Divide	DCEO	37,310	37,310	-	-	NONE
Small Business Development Center (SBDC) 1/1/12-12/31/12	DCEO	36,250	-	17,265	13,184	JUL - OCT
International Trade Center 1/1/12-12/31/12	DCEO	36,250	-	17,989	12,562	JUL - OCT
Procurement Technical Assistance Center	DCEO	35,000	-	35,000	4,542	JUL - OCT
Optional Ed	ISBE	173,166	-	173,166	46,410	JUL - OCT
Literacy is for Everyone (LIFE)	SOS	59,000	-	59,000	15,599	JUL - OCT
Family Literacy	SOS	93,300	-	93,300	32,043	JUL - OCT
MAP	ISAC	388,530	-	388,530	388,530	JUL - OCT
Illinois Veterans Grant	ISAC	95,023	-	95,023	95,023	JUL - OCT
Illinois National Guard	ISAC	34,832	-	34,832	34,832	JUL - OCT
Department of Vocational Rehabilitation	IDHS	16,986	7,339	9,647	9,647	JUL - OCT
Veterans' Administration Rehabilitation	ILVA	16,210	4,463	11,748	11,067	JUL - OCT
MIA/POW	ILVA	5,745	-	5,745	5,745	JUL - OCT
Total Restricted Funds		\$ 1,653,116	\$ 82,477	\$ 1,533,393	\$ 856,774	
Grand Total		\$ 9,202,545	\$ 82,477	\$ 9,082,822	\$ 3,373,251	

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.

NA - Official award amount has not yet been made available

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 2012
AS OF OCTOBER 31, 2012**

Description	Agency	Funds Allocated	Funds Received to Date	Funds Available	Funds Currently Due	Months Outstanding
Operating Funds - FY12						
Base Operating (Ed Fund)	ICCB	\$ 3,295,549	\$ 3,295,549	\$ -	\$ -	NONE
Base Operating (O&M Fund)	ICCB	627,724	627,724	-	-	NONE
Equalization	ICCB	3,187,173	2,655,978	531,196	531,196	MAY - JUNE
Total Operating Funds		\$ 7,110,446	\$ 6,579,251	\$ 531,196	\$ 531,196	
Restricted Funds - FY12						
Small Business Development Center (SBDC) 1/1/12-12/31/12	DCEO	36,250	18,125	860	860	JUNE
International Trade Center 1/1/12-12/31/12	DCEO	36,250	18,261	-	-	NONE
Procurement Technical Assistance Center	DCEO	39,000	39,000	-	-	NONE
Illinois Veterans Grant	ISAC	188,046	35,805	152,241	152,241	AUG - JUNE
Illinois National Guard	ISAC	81,163	77,859	3,304	3,304	JUNE
Department of Vocational Rehabilitation	IDHS	43,235	43,235	-	-	NONE
Refugee Social Services	IDHS	11,853	11,243	611	611	JUNE
Restricted Funds - FY11						
Illinois Jobs Now QC	DCEO	1,000,000	-	1,000,000	1,000,000	FY2011
Illinois Jobs Now EC	DCEO	100,000	-	100,000	100,000	FY2011
Total Restricted Funds		\$ 1,535,797	\$ 243,528	\$ 1,257,016	\$ 1,257,016	
Grand Total		\$ 8,646,243	\$ 6,822,778	\$ 1,788,211	\$ 1,788,212	

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.

N/A - Official award amount has not yet been made available

ICCB = Illinois Community College Board

ISAC = Illinois Student Assistance Commission

DCEO = Department of Commerce and Economic Opportunity

WAIVERS EXPENSE ANALYSIS
October 31, 2012

ACCOUNT	DESCRIPTION	FY08	FY09*	FY10	FY11	FY12	FY11 to FY12 Change	FY12 thru 10/31/11	FY13 thru 10/31/12	% Change
59000	BUDGET	2,615,628.25	2,639,851.71	2,716,915.00	2,905,000.00	3,000,000.00	95,000.00	3,000,000.00	4,000,000.00	33.33%
59101	BRIDGE WAIVERS	241.50	20,483.75	16,888.50	0.00	17,561.00	17,561.00	14,873.50	0.00	-100.00%
59102	COLLEGE FOR KIDS WAIVERS	1,433.00	1,474.00	1,005.00	587.00	744.00	157.00	744.00	837.00	12.50%
59103	DUAL ENROLLMENT WAIVERS	153,228.00	300,928.25	447,031.00	509,256.25	513,127.25	3,871.00	216,604.25	305,182.25	40.89%
59201/59104	ADULT EDUCATION WAIVERS**	1,715,092.30	1,716,936.93	2,329,038.64	2,425,462.00	2,368,664.65	(56,797.35)	433,992.80	758,391.00	74.75%
59203/59105	SENIOR CITIZEN WAIVERS**	0.00	469.00	202.50	85.00	445.00	360.00	89.00	285.00	220.22%
59109	OTHER INSTITUTIONAL WAIVERS	636,669.42	12,563.72	43,167.65	44,012.22	55,623.36	11,611.14	33,696.62	12,677.55	-62.38%
59110	UNFUNDED VETERANS GRANT**	61,638.82	(22,974.79)	88,617.88	114,810.14	(8,265.81)	(123,075.95)	0.00	0.00	0.00%
59114	ATHLETIC ACHIEVEMENT WAIVERS	0.00	364,288.95	319,340.04	396,404.76	274,204.01	(122,200.75)	119,852.70	164,582.38	37.32%
59115	ARGRICULTURAL ACHIEVEMENT WAIVERS	0.00	56,750.63	61,026.38	70,001.50	65,977.63	(4,023.87)	28,645.88	48,441.50	69.10%
59116	DEPARTMENTAL ACHIEVEMENT WAIVERS	0.00	49,988.75	59,180.45	34,364.57	38,300.97	3,936.40	18,828.42	28,716.05	52.51%
59117	DIVERSITY ACHIEVEMENT WAIVERS	0.00	51,520.16	41,610.25	27,210.25	16,112.00	(11,098.25)	10,890.00	4,381.00	-59.77%
59118	TRADE UNION PROGRAM WAIVERS	0.00	63,218.50	90,680.00	90,871.00	63,875.50	(26,995.50)	31,283.00	20,875.50	-33.27%
59200	GRANTS AND SCHOLARSHIPS	0.00	0.00	0.00	0.00	1,110.00	1,110.00	0.00	0.00	0.00%
59202	ACHIEVEMENT AWARD WAIVERS	0.00	175,988.22	190,887.88	206,091.63	188,331.41	(17,760.22)	93,207.99	115,824.85	24.26%
TOTAL EXPENSE LINE ITEMS ONLY		2,568,303.04	2,791,636.07	3,688,676.17	3,919,156.32	3,595,810.97	(323,345.35)	1,002,708.16	1,460,194.08	45.63%
(OVER) UNDER BUDGET		47,325.21	(151,784.36)	(971,761.17)	(1,014,156.32)	(595,810.97)	418,345.35	1,997,291.84	2,539,805.92	

Notes:

*FY09 amounts recorded in 59109 - Other have been broken out into the new accounts added in FY10 to provide history and visibility to waiver types.

**These are mandated waivers.

59104 Account used for Adult Ed Waivers per FMM beginning with FY11

59105 Account used for Senior Citizen Waivers per FMM beginning with FY11

Unfunded Veterans Grant amount not known until year end



**East Campus Update
Board of Trustees
November 2012**

Academic Programs

- ☛ Interviewing is underway for the two, full-time, tenure-track faculty positions in mathematics.
- ☛ Adult education is adding a GED bridge class for automotive repair, welding, and health care at the CEC.
- ☛ PaCE will offer the following courses at the CEC for Spring 2013: ACT Preparation; Conversational Spanish; Sign Language; Parenting the Love and Logic Way; Home Electrical Wiring; Internet Genealogy; Pharmacy Technician; and Phlebotomy.
- ☛ Planning is underway to offer the college credit, Medical Assisting certificate, in Fall 2013 at the CEC.
- ☛ Showcased campus and agriculture programs to Congressman Bobby Schilling's legislative director.
- ☛ Through a Perkins innovation grant, we are working on coordinated Veterinary Assistant and Veterinary Tech curriculum with the Quad Cities Campus.

Facilities

- ☛ Sanitary Sewer Upgrade expected to be completed in late November.
- ☛ Earthwork, concrete footings and foundation, and structural steel should be in place on the science lab addition by the end of November.
- ☛ Finalizing punch list items on the lighting and elevator upgrades.
- ☛ Work on specifications for mechanics lab HVAC upgrades is underway.
- ☛ Design and specifications were outlined for the new parking lot.
- ☛ Began discussions on short-term and long-term facilities improvements for the welding lab.
- ☛ Foundation Employee Giving Campaign Building A landscaping was installed and work continues on an employee fitness trail.

Recruiting

- ☛ Attended Illinois State FFA Career Development Events (horse and land use).
- ☛ Sent team to National FFA Convention.
- ☛ Hosted Fall Agriculture Visit Day.
- ☛ Attended Farm Bureau College Days (Henry and Leaf River).
- ☛ Made agriculture classroom visits.
 - Illinois: Annawan, Cambridge, Galva, Kewanee, Stark County, Wethersfield
 - Indiana: John Glenn H.S. (request), William-Henry Harrison (target) and McCutchen (target)
- ☛ Hosted 51 scheduled on-campus, individual visits in Fall 2012.



**East Campus Update
Board of Trustees
November 2012**

Student Services and Activities

- ☛ Almost 1,500 people attended the 17th annual Trick-or-Treat Trail for trick-or-treating, costume contests, and interactive adventures throughout campus hosted by 15 employee and student groups.
- ☛ EC and QC SGA officers joined together for two leadership and student engagement conferences.
- ☛ On-campus student engagement activities for the Fall 2012 semester include: meditation, reading clubs, knitting club, cookouts, live performances by various artists, softball leagues, college transfer fair, dance, movie night and an employment/internship fair. Upcoming initiatives include: developing a student bowling league, hosting a Thanksgiving dinner, and a student-run pool tournament and card night.
- ☛ Online orientation is available to new students starting Spring 2013. Two on-campus orientation sessions in December will connect students to on-campus resources and utilize the new online orientation Canvas class.
- ☛ Various events were held on campus including the annual United Way campaign, speed shows, state soil judging contest, and tractor pull.
- ☛ Women's Volleyball finished the regular season at 20-28.
- ☛ Men's and Women's basketball is underway and the men opened the season with a win.

**Marketing and Public Relations Report
November 2012**

Marketing

- The majority of the advertising for the Spring 2013 enrollment campaign has been placed. The campaign is fully integrated across a broad spectrum of media and includes:

	<u>Investment</u>		<u>Investment</u>
○ Network TV	\$ 6,002	Cable TV	\$20,000
○ Radio	\$20,002	Outdoor	\$ 6,670
○ Newspaper	\$ 6,868	Schedule Inserts	\$ 2,002
○ Online	\$ 1,000		
- The Spring Schedule was completed, and 7,000 hardcopy schedules were printed and placed in convenient locations on both campuses. It has also been posted at www.bhc.edu/schedules .
- The Minimester enrollment campaign features targeted direct mail and e-mail to students currently enrolled at NIU, Illinois State, and WIU/Macomb. Internal signage and electronic announcements have also been posted.
- For the calendar year through October, we have completed 814 marketing projects, posted 520 announcements, completed 853 website updates and distributed 386 news releases.
- Department staff worked with Student Life and Advising to complete the new student online orientation process.
- Our relationship with Regional Media (RM), Kewanee has been extended for another year. RM has been very supportive of the College in the greater Kewanee/Galva and QC market.
- Mediacom broadcasted the QC vs. East volleyball game on cable Channel 22 to more than one million subscribers throughout Illinois and the Midwest.
- Department staff worked with Student Life and Dennis Pauley from AT&T to host a *No Texting While Driving* event and news conference. News coverage of the event was excellent.
- Kylee Fox, Student Trustee, was interviewed on WYEC-FM.

Public Relations

- We hosted the annual QC Chamber of Commerce Morning Network at BHC on Oct. 17 in the Sustainable Technologies Building. There were 124 registered guests.
- 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. Below is the YTD summary from January through October:

Total Mentions	Unique Visitors	Advertising Value
947	66,914,000	\$881,103

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
Aug	113,860	327,869	12,317
Sept	101,638	250,026	8,791
Oct	107,137	269,704	10,167

Administrative Services Report

District Bookstores

- Janel Smith, East Campus Bookstore Manager, and Aimee Muhleman, QC Assistant Bookstore Manager, received a \$500 travel grant to attend the 2012 MBS Symposium in Columbia, Missouri from October 15th -18th. MBS is our bookstore inventory management and POS systems provider. The symposium was filled with classroom training on how to improve our use and increase our knowledge of their software systems. It was also a great networking tool with other bookstore managers to swap ideas and best methods. Janel and Aimee have brought back new found wisdom that will be implemented to improve our processes.
- The Quad Cities Bookstore had the opportunity to meet with the QC Student Government Association on October 31. The bookstore management team developed a presentation to explain the “business” of the bookstore: our vision, our commitment, how we make the money, where the money goes, how we work to save student monies, how much we give back to the students, how their textbook dollar is broken down, obstacles the bookstore face, and our vision for the future. The 45 minute presentation was very interactive with great questions asked throughout from the students. We are trying to work out a time to open up the same conversation with the East Campus Student Government Association.
- Mike Phillips gave me a tour of the new bookstore. It is really taking shape. We are feverishly working on all the little details that will make this a beautiful, welcoming place from fixtures to hooks to merchandise layouts to signage to a new name. We can’t wait to open our new store!

QC Campus Services

- The new 2012 minibus arrived at the QC Campus October 29th. This addition will improve the scheduling capabilities of vehicles and ensure we have the proper type of vehicle needed to accommodate athletics and other large groups.

District Police Departments

BHC PD promotions

- On 10/22/2012 three BHC PD officers were promoted in rank after completing the promotional examination process:

Lieutenant:

Terry Engle

Sergeant:

John Ferguson

Corporal:

Matt Shipp

Don Quanstrom

Staffing

Applications have been accepted for the full-time police officer vacancy at the East Campus office. Interviews are in progress. This will fill the vacancy left when Shawn Cisna was hired as Chief of Police.

Training

ALICE

- Four Officers attended the four day A.L.i.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) training at the Police Mobile Team Training Unit (MTU#4) in East Moline. The training included classroom lecture with an all day practical exercise where officers role played active shooter scenarios at the vacated Horace Man school building in Coal Valley. The officers are now certified instructors of the A.L.i.C.E. program. The program was open to Law Enforcement Officers, School & Church Administrators, Hospital Security Professionals, School Safety Specialists, and Workplace Violence Professionals to train potential victims in Active Shooter survival options. Listed below are the Course Objectives of the curriculum.
 - * Present truths and statistics regarding Active Shooter Events
 - * Explore Active Shooter profile myths
 - * Review and evaluation of past active shooter incidents
 - * Explore the merits of lockdown only policies vs. a proactive and planned approach
 - * Present the A.L.I.C.E. system advantages
 - * Liability of teaching proactive options vs. the failed concept of lockdown only

Emergency Communications

- All BHCPCD Emergency Communications personnel will be attending the PowerPhone[®] Hostage Negotiations Course for 9-1-1 call taking and emergency communications. Personnel will be trained in verbal tactics, situational indicators, pitfalls of negotiating, methods of intervention. In addition the students will learn how to bond and establish trust with hostage takers, deal with demands from hostage takers, find out how hostages will cope, understand the psychological and social issues behind hostage taking, use a five step agenda for negotiating a hostage situation, properly employ third party mediators.

Advanced Dignitary

- Three officers attended the four day Advanced Dignitary Protection training at MTU#4. The course included classroom lecture on the tactics and principles used in dignitary protection and culminated with a live exercise on Friday, October 26. Participating officers provided dignitary protection for Federal Judge Sara Darrow and her husband Judge Michael Darrow of the 14th Judicial Circuit Court. The live exercise included a visit to the QC campus and a tour of the Sustainable Technologies Building. The tour guides for the STB were Jon Looney and Mark Willet. Police Departments from Rock Island, BHC, Henry County Sheriff's Department and the Illinois Secretary of State Police participated. The course is federally funded.

Emergency Notification Systems (ENS)

- BHC PD and ITS representatives are analyzing the current ENS provided by Everbridge in an effort to compare services offered by competitive vendors and cost justification. In the last five years, a number of vendors have increased the amount and variety of services they offer which should be explored. For example, competitive vendors are providing other features including smartphone apps, which could allow the administrative user another way to access the system

for a notification alert. BHC currently signs a yearly contract with Everbridge services that matures in May. The goal is to increase user enrollment and system effectiveness and cost reductions.

Administrative **Emergency Planning**

- Chief is reviewing current Campus Emergency Operations Plans, Campus Violence Prevention Plans and compliance requirements. Currently we have a CEOP plan on file with the State of Illinois in compliance with the Campus Security Enhancement Act. The plan is due for review and Chief Cisna is working with the state coordinator and other resources to update the current CEOP. Requirements include that the plan be National Incident Management System (NIMS) compliant with a tabletop exercise conducted yearly. The plan will require training elements to be offered to BHC employees and site specificity.

Policy Procedures

- Chief has begun authoring a new policy and procedures manual for the BHCPD.

Firearms Program

- Master Firearms Instructor Cpl. Matt Shipp is designing an updated firearms training outline and supporting documents/policies for the departments training program. These changes will incorporate decision making under stress, movement while shooting, cover and concealment tactics, active shooter engagement.

District ITS

- ITS has redesigned and implemented a new process for on boarding new employees. ITS will receive notification from Human Resources prior to the employee's start date. The ITS Help Desk will then start the process making every effort to ensure our newest employees will have what they need on their first day of work. ITS has worked closely with Human Resources on this project to provide the best first day experience possible for employees. The new process was officially launched in October.
- As of November 1 ITS will launch new ITS request forms. The purpose of the new forms is to consolidate information, simplify how our customers generate requests, and provide the accountability for security through the forms. Along with the new forms ITS has authored a frequently asked questions page to assist customers in filling them out. Our goal is to increase customer service while maintaining accountability in the process.
- The Audio/Visual group assisted in the Vice President for Instructional Service search by setting up and successfully providing video conferencing services for interviews. The video conferencing sessions allowed the college to optimize resources by not paying for travel for multiple candidates from across the country.
- The ITS Help Desk has utilized GotoAssist, a remote support tool, to provide instant remote support across the district for some time. In October we expanded the use of the tool to include the TLC as well. This resource optimization has increased the use of the service and broadened the reach of the ITS and TLC support staff from their desk.

- The Administrative Systems group successfully launched a new Self Service Banner server for students. The server replaced a seven year old server which had become increasingly slow and unreliable. The new server will support students in the upcoming registration for the spring 2013 semester with increased reliability and speed.
- ITS is heavily involved with the construction of the new Student Services Center at the Quad Cities Campus. Work is being coordinated for November and December for installations of Audio Visual components in the center. The project has been a great partnership with the Facilities department allowing ITS to make technology usable inside the building as quickly as possible.
- During September and October ITS was engaged in an Information Technology audit by WIPFLI. The audit covered both technological vulnerabilities and process controls as well. ITS has been reviewing the audit finding, prioritizing the items in the audit, and working towards resolutions of high risk items.

QC Facilities

- The Bldg 2 patio area retaining wall and landscaping is complete Jimi has done an excellent job on this.
- The removal of the tennis courts on the southwest side of campus is about 80% complete – all the asphalt is ripped up and ready for hauling and recycling next spring 2013
- We are in the process of preparing for the winter season, we have approximately 170 tons of road salt stored and ready for use. First shipment of palletized deicer has been received.
- George Sierra is our Facilities Top Team Member 1st Quarter award winner and has received a \$25 gift card for his hard work and dedication based upon the BHC Core Values
- The Outreach Center technology upgrade equipment arrival is approximately November 5th for installation and the white boards will be arriving shortly after and will be installed in early November as well. The required power and data infrastructure for these rooms is complete.
- We have continued with our Indoor Maintenance Department fall cleaning effort and will soon be ready to move materials over to Bldg 3 to our new supplies area
- The Custodial Department has interviewed 2 student work studies and will have them helping with recycling cardboard and setups to include other minor additional duties
- Facilities Department as a whole is updating the safety program that includes training, documentation, communication and awareness

Project Update						
Project	Status	Estimate to Actual			Source of Funding	
Sustainable Technologies Building	Working with Tri-City Electric to complete power monitoring on wind turbine, solar panels and solar thermal heating system. Information will be displayed on flat panel TV in foyer. Working on project closeout documents.	Construction:	\$3,290,877	to date	\$3,275,702	2010 Bond
		Contingency:	\$164,544	to date	\$159,239	
		A&E:	\$235,000	to date	\$235,000	
		Reimbursable:	\$11,500	to date	\$9,891	
		Testing:	\$35,000	to date	\$12,500	
		Total:	\$3,765,421	to date	\$3,692,332	
Business Office Renovation	Contractors painting the week of 10-29. Week of 11-5 contractors will begin ceiling grid and tiling in restrooms. Project still on schedule to be substantially complete at the end of November.	Construction:	\$368,162	to date	\$208,918	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	\$222,625	
Auditorium Renovation B-1 Stairwell Upgrades	Flooring repairs on stage and IT punchlist is scheduled to be completed at the end of the fall semester.	Construction:	\$377,740	to date	\$345,761	Auditorium 2010 Bond, Stairwells 2012 PHS
		Contingency:	\$20,569	to date	\$31,059	
		A&E:	\$42,148	to date	\$42,140	
		Testing:	\$2,000	to date	\$0	
		Seating:	\$45,173	to date	\$45,173	
		AV Equipment:	\$75,000	to date	\$67,203	
		Reimbursable:	\$4,500	to date	\$1,679	
		Abatement:	\$12,000	to date	\$12,000	
		Total:	\$579,130	to date	\$545,015	
Student Services Center, AHU 120 Replacement	Project tracking on schedule. Building will be fully enclosed by the middle of November. Contractors working on drywall throughout addition and bookstore, plumbing and mechanical systems and restroom tiling.	Construction:	\$3,312,000	to date	\$1,351,960	2010 Bond
		Contingency:	\$235,100	to date	\$129,992	FY-12 PHS
		A&E:	\$288,811	to date	\$230,000	
		Reimbursable:	\$42,300	to date	\$7,667	
		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	\$1,731,328	
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	\$19,031	
		A&E:	\$35,300	to date	\$35,300	
		Reimbursable:	\$0	to date	\$647	
		Total:	\$345,396	to date	\$308,144	
East Campus Science Lab Addition	Weather permitting footings and foundations should be complete by the week of November 5th. Under slab plumbing scheduled to begin the week of November 5th. Structural steel is scheduled to be installed the week of November 12th.	Construction:	\$ 2,334,000	to date	\$22,496	2010 Bonds
		Contingency:	\$ 186,720	to date	\$6,184	
		A&E:	\$ 237,128	to date	\$190,177	
		Reimbursable:	\$ 20,000	to date	\$7,971	
		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	\$226,828	

Project	Status	Estimate to Actual			Source of Funding	
East Campus Exterior and Interior Lighting Upgrades	Working on final punchlist items and closeout documents .	Construction:	\$281,550	to date	\$284,956	FY 2012 PHS
		Contingency:	\$28,155	to date	\$3,406	
		A&E:	\$25,500	to date	\$25,500	
		Reimbursable:	\$1,300	to date	\$1,155	
		Total:	\$336,505	to date	\$311,611	
East Campus Parking Lot (new)	Design drawings were submitted to the Capital Development Board (CDB) on October 22nd. Next design phase will begin once the CDB approves he design drawings.	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	\$32,670	
		Undercut Allow:	\$50,000	to date	\$0	
		A&E:	\$58,000	to date	\$57,130	
		Reimbursable:	\$1,500	to date	\$690	
		Total:	\$773,043	to date	\$662,792	
District Facilities Master Plan	The architects finalized focus group meetings on Thursday, October 25th during the month of October the architects met with over forty focus groups across the District.The first facilities master plan work shops were held on Thursday, November 1st and Friday, November 2nd. The Advisory Task force met on Thursday and Friday and the Steering Committee met on Friday. The second work shop will be held on Monday, December 10th, Tuesday December 11th and Wednesday, December 12th.	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	Rain in early October slowed the progress of the sanitary sewer upgrade. Valley Construction will be working Saturday, November 3rd installing sewer piping under the main drive into campus. Weather permitting the project should be complete by the week of November 19th.	Construction:	\$179,770	to date	\$0	Excess Protection, Health and Safety funds
		Contingency:	\$17,977	to date	\$0	
		A&E:	\$15,500	to date	\$13,175	
		Reimbursable:	\$1,000	to date	\$0	
		Total:	\$214,247	to date	\$13,175	

Position Status Report for PC

11/6/2012

Positions Awaiting Approval	Comment	Replacement For?
N/A		

Positions In Process	Comment	Replacement For?
Dean of Arts and Humanities	Updating job description	New
Dean of Health Sciences	Updating job description	New
Dean of Math and Science	Updating job description	Bettie Truitt
Sr. Systems Analyst I	Revising job description	Scott Moore
Veterinary Tech Instructor (FT EC)	Approved	New

Currently Posted Internally	Comment	# of Active Apps
Foundation Assistant (FT EC)	Closes 11/13/12	0
Risk Specialist	Closes 11/13/12	0

Currently Posted Externally	Comment	# of Active Apps
N/A		

Closed and In Process	Comment	# of Active Apps
Assistant Golf Coach	Committee reviewing apps	8
Campus Services Clerk	Going deeper into pool to review applicants	89
Custodian	Committee scheduling interviews	28
Dean of Business Development and Technology	Closed 11/4/12	20
Director of Facilities Planning, Operations and Maintenance	Committee conducting interviews November 6	36
Enrollment Clerk (PT Evening/PaCE)	Committee scheduling interviews	35
HVAC Mechanic (2 PT)	Offer pending	7
Mathematics Instructor (2 FT EC - Jan 2013 Start)	Committee conducting interviews November 15 - 16	21
Police Officer	Committee screening applications	23
Receptionist IWNC (2) PT	Committee conducting interviews November 20 - 21	64
Senior Network Analyst I	Offer pending	2
Vice President for Instruction	Committee conducting final interview November 7	37

Filled	Comment	
Assistant Men's Basketball Coach	Derek Lindauer started 11/1/12	
Groundskeeper (PT EC)	Robert Damewood started 11/5/2012	
Enrollment Services Specialist (EC)	J. Jeanine Peterson starts 11/15/12	

Target Start Dates: November 15, December 3

Detailed Assessment Report 2012-2013 Planning & Institutional Effectiveness

Mission / Purpose

The Planning and Institutional Effectiveness Mission is to progressively contribute to the strategic planning, policy formulation and decision-making processes of Black Hawk College by advancing and providing timely and accurate quantitative and qualitative information, analyses and summary reports, and by providing leadership in Strategic Planning, Institutional Effectiveness, mission attainment, continuous quality improvement, accreditation and accountability.

Goals and Outcomes/Objectives, with Related MEASURES & FINDINGS

GOAL: Learning Excellence-Student Success - Learners will experience academic success and completion of desired goals.

OBJECTIVE: Gateway Course Analysis – To further support student learning, interpret the success of students in gateway courses by analyzing the ICCB Annual Course and Gateway Course Reports and the Complete College America metrics.

MEASURE: Gateway Course Report/Minutes – The Gateway Course ICCB report will be reviewed by an ad-hoc team of faculty and staff responsible for reviewing, interpreting results and making recommendations to the College.

FINDING: The ICCB Annual Course and Gateway Report is being prepared for submission on November 15, 2012 at which time the data will be analyzed and recommendations forwarded.

GOAL: Learning Excellence-Engaged Learning - The College will provide the opportunities and tools that will enhance teaching and learning and will assist learners in achieving their desired academic goals.

OBJECTIVE: Retention Task Force - Create a Retention Taskforce to study the data on student retention, persistence and completion. The team will be asked to make recommendations on initiatives and policies to further support student learning.

MEASURE: Retention Task Force Charter/Minutes - Retention Task Force Charter, scope of work, minutes and recommendations.

FINDING: The preparation for the Retention Task Force was delayed due to the work needed to complete the AQIP Systems Portfolio. An initial team has been identified and will have their first meeting in November 2012.

OBJECTIVE: Performance Management Reviews - Develop a performance management system, utilizing the Baldrige Performance Excellence Criteria that further develops how the College measures, analyzes, reviews and improves its performance.

MEASURE: Survey data documentation - Administer and report on the SENSE survey, PACE survey and Zoomerang Surveys as data inputs into the performance management system.

FINDING: The department has successfully created, and disbursed, seven online Zoomerang surveys since 07/01/2012. To align survey results with the continuous improvement efforts documented in WEAVEonline, survey results are uploaded to WEAVEonline versus being sent by email. The department has observed that the documentation of how the data is used to improve services is often not occurring. By uploading data to WEAVEonline, it will require analysis documentation by the survey originator and the office of Planning and Institutional Effectiveness can monitor completion.

Survey of Entering Student Engagement was conducted in a random sample of developmental and gateway course classrooms during October 2012. Survey results will become available to the college in January at which time the Faculty/Staff Developmental Education committee will review the results and make recommendations.

The Personal Assessment of the College Environment will be conducted in February of 2013 to all full and part-time permanent staff and faculty. The survey obtains the perceptions of personnel concerning the college climate and provides data for President's Cabinet on key issues concerning institutional structure, supervisory relationships, teamwork, and creating the environment supporting student success.

MEASURE: WEAVEonline Unit Plans: All key work systems and work processes will have WEAVEonline unit plans to support FY2014 budgets requests.

Status Overview for All WEAVEonline Entities Completed		
	FY	
	2011	FY2012
Mission/Purpose	24%	41%
Goal:	27%	47%
Outcome/Objective	24%	36%
Measures	23%	37%
Targets	15%	21%
Findings	5%	5%

FINDING: All training documents have been updated and posted to myBlackHawk. New users training was conducted 11/05/2012. Initiatives are currently underway to evaluate the content of each unit plan assuring that the required 2013 elements including mission, goals, objectives, measures, and targets are completed. Currently units are not completing the improvement cycle with only 5% of the units reporting their final findings.

MEASURE: Performance Analysis and Review Schedule - Develop and implement a college- wide performance analysis and review schedule reporting to Cabinet and the BOT progress on key performance indicators.

FINDING: President's Cabinet held its first performance analysis and review on October 5, 2012. The intent of that review was to analyze the Systems Portfolio and reported to the Board of Trustees at the October 2012 Board meeting. The second performance analysis and review meeting is scheduled for January 15, 2012 at which time President's Cabinet will review the progress to accomplishing the objectives set forth in the strategic plan.

OBJECTIVE: ICCB Compliance - The College will remain in compliance with the ICCB on all state reporting and "Recognition Status" standards.

MEASURE: State Report Deadlines: All state reports the PIE office is responsible for will be on time as evidenced by the ICCB online report log.

FINDING: During the fall semester, the reports due to the ICCB were prepared and submitted by the office of Planning and Institutional Effectiveness, Finance and Human Resources. While reports may be submitted on time, if additional information is needed by the ICCB the report is not "logged in" until which time the data is corrected or provided. In the case of the Annual Completion (A1 and A2) reports, the ICCB required additional data not previously required. The Annual Enrollment report produces 125 pieces of data on 12,243 students. The Faculty Staff & Salary Reports were delayed due to conflicting schedules with Banner/Elusion- HR training.

Due Date	Received	Title
7/1/2012	7/1/2012	FY 2013 Capital Budget Request (RAMP for 2014)
7/27/2012	6/7/2012	Noncredit Course Enrollment (N1) Data
7/31/2012	8/10/2012	Uniform Financial Report-Spring Term FY 2012
8/1/2012	8/27/2012	Annual Completions (A2) Data
8/1/2012	8/21/2012	Annual Enrollment and Completion Data (A1)
8/1/2012	7/30/2012	*FY 2012 CTE Program Improvement Grant Programmatic/Fiscal Report
8/1/2012	6/27/2012	Square Footage of Planned Construction C1.1, Remodeling C1.2, & Owned Land C1.3
8/1/2012	7/13/2012	FY 2012 Program Review Statewide Summary Report
8/15/2012	6/8/2012	Noncredit Course Enrollment (N6) Data Course Resource
8/15/2012	7/20/2012	FY 2012 Workforce Development Grant - Business/Industry Services Component Report
8/31/2012	8/27/2012	Summer Term SR Data Course Enrollment
8/31/2012	8/27/2012	Summer Term SU Data Course Enrollment
9/1/2012	8/30/2012	Facilities Data (F3,F6,B3 & R3)
9/1/2012	8/23/2012	Tax Revenue/Budget Information Request
9/4/2012	8/21/2012	Annual Student Identification (ID)
9/4/2012	8/15/2012	Annual Students with Disabilities (SD) submission
10/1/2012	9/28/2012	Fall Term Enrollment Data (E1)
10/1/2012	9/30/2012	Fall 2012 Enrollment Survey
10/15/2012	10/15/2012	Audit/UFRS Reconciliation

10/15/2012	10/16/2012	Faculty Staff & Salary Data C1
10/15/2012	10/18/2012	Faculty Staff & Salary Data C2
10/15/2012	10/19/2012	Uniform Financial Report-Final Audited FY 2012
10/15/2012	10/15/2012	*FY 2012 CTE Postsecondary Perkins Programmatic Report
10/15/2012	10/12/2012	Audit
10/15/2012	7/19/2012	FY 2013 Budget
10/15/2012	10/12/2012	Certificate of Chargeback
10/15/2012	10/15/2012	Instructional Cost Report
10/15/2012	10/16/2012	Faculty Staff & Salary Supplementary Information
11/15/2012	Due: 11/15/2012	Annual Course (AC) Submission
12/1/2012	Due: 12/01/2012	Certificate of Publication for Annual Financial Statement
12/3/2012	Due: 12/03/2012	Summer Graduate Reporting for IPEDS GRS

OBJECTIVE: Work Process Management - Develop and implement a systematic approach to defining, managing and improving work processes.

MEASURE: Work Process Management Approach Defined

FINDING: Work at BHC is conducted in seven work systems. Each system comprises several functional areas that individually have key work processes it conducts. Each work process has a WEAVEonline unit plan and corresponding performance measures. The key work systems defined by Presidents Cabinet include, Governance & Leadership, Human Resources, Performance Excellence, Finance, Administrative Support, Student Support, and Student Learning. Meetings were conducted, in October 2012, with the leadership of each of the work systems. They identified key processes and performance expectations for each process in their work system. This work was conducted in concert to completing the AQIP Systems Portfolio. It will be further defined as WEAVEonline unit plans are reviewed and finalized for FY2014.

OBJECTIVE: Continuous Quality Improvement Program- AQIP - Develop and facilitate the college's quality program through the deployment of AQIP.

MEASURE: Systems Portfolio will be developed collaboratively and submitted to the HLC by November 1, 2012

FINDING: The Systems Portfolio was developed and submitted on October 31, 2012. Nine faculty and staff committees investigated and wrote responses to questions solicited department feedback, conducted Presidential Forums, conducted President's Cabinet review and presented the Portfolio to the Board of Trustees. The Portfolio is now available to the employee and district constituents on the college website. The AQIP Steering Committee is reviewing the Portfolio as it identifies key projects to recommend as the next series of AQIP Action Projects.

GOAL: Accountability-Academic Analytics - The College will advance its culture of measurement and data analysis with academic analytic approaches that inform decision making, reporting and provoke appropriate action in pursuit of optimizing performance and demonstrating to its constituents the effective, efficient, ethical and strategic use of all resources.

OBJECTIVE: Data Warehouse Environment - Through a combination of data warehouse installation processes, training, assessment, and roadmap development define a pragmatic and achievable approach to managing data to meet college information needs.

MEASURE: The data warehouse will be operationalized by January 2013

FINDING: Pam Allmendinger was rehired to work part-time as the data warehouse administrator. As administrator she is working with the vendor to establish a nightly transfer process that copies data from Banner to the data warehouse, verify those data are accurate and program the rules to make the data warehouse function efficiently. The Project is currently ahead of scheduled. Phase 2, which is the installation of the Student Engagement Module, will begin early in the spring term. The Student Engagement Model will enable student service personnel to identify at-risk students, track services provided to students all in an attempt to support student completion.

Clements Group Proposed Time Schedule

This planning seminar will be held at an off-site location for the 1 – 4 p.m. segment. You will be notified as soon as it's confirmed.

9:00 – 10:00 – Meeting with Shelly and Liz. We would go over the day, make sure the materials were together, discuss expectations, etc.

10:00 – 10:30 – Meeting with the President to discuss logistics, goals, process, and potential next steps

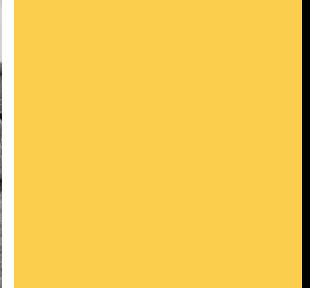
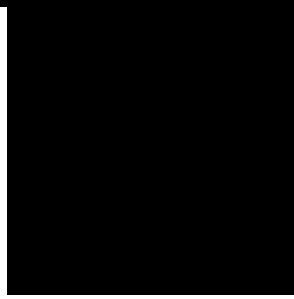
10:30 – 11:15 – Meet with the senior leadership team to discuss goals, process, expectations, etc.

11:30 – 12:30 – Lunch with Foundation Directors and Foundation Board Chairs (with the President, if available) – general discussion about trends, expectations, etc.

12:30 – 1:00 – Prepare the room, set up PowerPoint, etc.

1:00 – 4:00 – Orientation and Planning session with Board(s), Trustees, President and leadership team

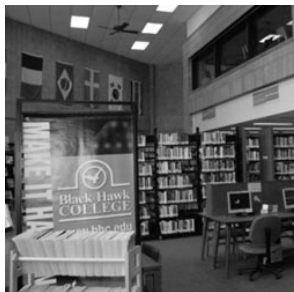
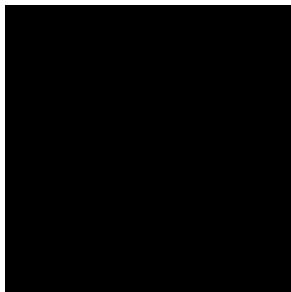
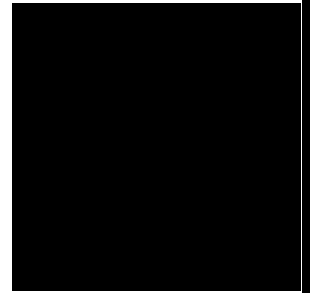
4:00 – 4:30 – Meeting with Shelly to debrief



An Institutional Advancement Orientation & Planning Summit

A Synopsis

October 2012



the
Clements Group, L.C.
Changing Lives . . . Changing Communities



Introduction

Given the uncertain economy facing our country and its impact on community college enrollment, as well as the community college combined missions of economic development, workforce development and enhancing quality of life, it becomes imperative that community colleges develop and sustain new sources of revenue. There has never been a time in the history of community colleges that our services have been needed more. However, community colleges are experiencing ever greater uncertainty in traditional sources of funding including state appropriations and local tax revenues. Our other major source of revenue, tuition and fees, are constrained by the need to keep costs affordable. For this reason, generating private sector investments is becoming a critical strategy in developing sustainable funding for the future.

The Clements Group (CG)'s experience and research indicates that—regardless of whether there is an economic downturn or the economy is thriving—the majority of potential investors, including individuals, alumni, corporations and foundations, will support community college campaigns that are well organized and demonstrate a compelling case for support.

Creating a well organized and successful campaign requires the talents and creativity of critical stakeholder groups including college leadership, trustees and foundation board members. Each plays an important role in the development and execution of successful campaigns.

With its low tuition, flexible delivery methods and the quality education it provides its students, it is clear that Black Hawk College (BHC) is committed to the future of the region, its students and the quality of life of its communities. As BHC looks toward the future, college stakeholders will need to work together toward achieving BHC's institutional goals of:

- *LEARNING* Excellence
- *ENGAGING* Learners and the Community
- *ACCOUNTABILITY*
- *RESOURCE* Optimization
- *NETWORKING* Employees



The Orientation & Planning Summit

To assist the BHC foundation boards, the BHC Board of Trustees and the BHC leadership team in continuing to fulfill their respective roles, while also working toward a common purpose in support of the college's mission, and in developing strategies necessary to generate new sources of revenue, CG is pleased to provide an orientation and planning summit.

The orientation and planning summit will focus on clarifying the synergistic roles of the boards and leadership team in supporting the mission, vision and development efforts of BHC while looking ahead to the development, planning and execution of a possible major gifts campaign.

Specific topics of this interactive summit will include:

- The roles of each of the boards
- The goals and objectives of all the boards and how they relate to each other
- How the boards can work together to best support the mission, vision and development program of BHC
- The six essential components for a successful fundraising program and how they can be applied at BHC
- An action plan to enhance and strengthen the private-sector resource development program at BHC
- Next steps, timelines and strategies

As a result of this summit, board members will gain a better understanding of the purpose, roles, goals and objectives of the boards as well as gain an even greater appreciation for the mission, vision and programs of the college. In addition, they will understand the necessary steps to even further enhance their effectiveness in driving and supporting the college's resource development program. Finally, the boards and the leadership team will have an action plan for implementing the next steps toward mounting a campaign.



Summit Specifics

CG recommends that the summit process take place over the course of one day. The suggested agenda for the day would include:

- A morning orientation meeting between Rich Gross (CG) and the president and foundation directors
- An optional morning meeting at the president's request with other members of the leadership team
- An afternoon joint session between the foundation boards, trustees and the leadership team – approximately 3 hours

The location for the joint session should include, if possible, tables and chairs in a U shape as well as a projector and screen for PowerPoint presentations. Attendees should be provided with pen and paper for questions/notes. The consultant will also provide an electronic copy of the presentations for distribution to attendees. Snacks and beverages should also be provided for the attendees.

The consultant will provide the president a written report and recommendations approximately one week after the event.

Conclusion

One of the primary strengths of CG is our commitment to the "community's college." While CG understands the role of community and technical colleges in higher education, we also understand that each has unique constituencies, pockets of excellence, communities, service areas, funding needs and demographics. Therefore, we tailor each process to recognize and take advantage of these critical differences. BHC's unique orientation and planning summit will be designed with the college in mind. Through this process, each participant will gain a better understanding of his/her role in enhancing the college's institutional advancement efforts.

BLACK HAWK COLLEGE BOARD REPORT

Board Report # 8412
November 15, 2012

TENTATIVE ADOPTION OF 2012 TAX LEVIES

REPORT: The Illinois Public Community College Act requires that the Board of Trustees annually adopts the necessary tax levies. Such tax levies are to be filed with the County Clerks of the nine counties within the Black Hawk College District on or before the last Tuesday in December. Since Christmas falls on the last Tuesday of December, the deadline is December 24. However, the county offices are closed on Christmas Eve. Therefore, the deadline for filing the tax levies for the 2012 tax year is Friday, December 21, 2012.

Based upon current information, it is anticipated that the Equalized Assessed Valuations (EAV) of the College District will increase moderately. The proposed levies for the Education and Operations and Maintenance Funds allow for approximately a 2.0% increase in EAV. Levies for audit costs, general insurance, workers' compensation insurance, unemployment compensation, Medicare, and other related items are based upon anticipated costs. The proposed levy also includes an assessment for the Bond and Interest fund to cover the required debt service. The proposed additional levy for educational purposes is in accordance with Section 805/3-14.3 of the Illinois Community College Act and the appropriate certification by the Illinois Community College Board. This levy is subject to the "back-door" referendum provisions of the statutes, and could be called to a vote at the next election at which said proposition lawfully may be submitted to said voters. As required by statute, notice of levy of the additional tax shall be published within ten days after the tentative adoption by the Board of Trustees (see attached).

The Truth-in-Taxation Act requires the College to hold a public hearing on the adoption of its tax levy if such levy is more than 105% of its prior year's extensions excluding debt service. The proposed levy is not greater than 105% of the 2011 extensions; therefore, a public hearing is not required.

After due consideration of all factors and uncertainties involved, it is recommended that the Board tentatively adopts the 2012 tax levies as indicated below. Also shown is a comparison of these proposed levies with the actual extensions for the 2011 tax year.

	Proposed 2012 Levies	2011 Extensions
Education Fund	\$4,346,234	\$4,261,013
Operations and Maintenance Fund	2,535,303	2,485,591
Liability, Protection and Settlement Fund	1,484,963	2,442,981
Social Security and Medicare	325,968	333,779
Audit	36,219	99,424
Protection, Health and Safety	1,810,931	1,775,422
Additional Tax Levy	2,473,731	2,205,075
Bond and Interest	6,787,368	5,461,199
Totals	\$19,800,717	\$19,064,484

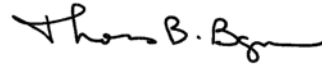
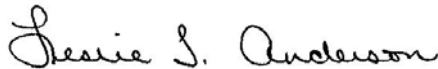
Based upon the estimated EAV of \$3,621,861,454 the proposed levy represents a total estimated tax rate of 54.67¢ per \$100 of equalized assessed valuation. The 2011 rate was 53.69¢.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees expresses its intent to levy, in compliance with its legal authorization as well as 805/3-14.3 of the Community College Act, the following tax levies on the taxable property of the Black Hawk College District for the 2012 tax year, with final adoption on December 20, 2012:

Education Fund	\$4,346,234
Operations and Maintenance Fund	2,535,303
Liability, Protection and Settlement Fund	1,484,963
Social Security and Medicare	325,968
Audit	36,219
Protection, Health and Safety	1,810,931
Additional Tax Levy	2,473,731
Bond and Interest	6,787,368

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

**INCREASE IN TAX LEVY FOR EDUCATIONAL
PURPOSES PURSUANT TO SECTION 805/3-14.3 OF THE
PUBLIC COMMUNITY COLLEGE ACT OF THE STATE OF ILLINOIS**

The undersigned, being registered voters residing within Community College District No. 503, Bureau, Henderson, Henry, Knox, Marshall, Mercer, Rock Island, Stark, and Whiteside Counties, Illinois, do hereby petition the Board of Trustees of said Community College District to place the following on the ballot to said voters at the next election at which said proposition lawfully may be submitted to said voters:

"Shall Community College District No. 503, Bureau, Henderson, Henry, Knox, Marshall, Mercer, Rock Island, Stark, and Whiteside Counties, Illinois, be authorized to levy an additional tax for Educational, Operations, and Maintenance Purposes in excess of 19¢ per \$100 of equalized assessed valuation, but not to exceed 25.83¢ per \$100 of equalized assessed valuation as authorized in Section 805/3-14.3 of the Public Community College Act of the State of Illinois?"

	Name	Address	Town	County	State
1.					IL
2.					IL
3.					IL
4.					IL
5.					IL
6.					IL
7.					IL
8.					IL
9.					IL
10.					IL
11.					IL
12.					IL
13.					IL
14.					IL
15.					IL
16.					IL
17.					IL
18.					IL
19.					IL
20.					IL

STATE OF ILLINOIS)
) SS.
COUNTY OF)

I, _____, being first duly sworn, depose and say that I am a registered voter of the State of Illinois; that I personally circulated the foregoing petition to which this affidavit is attached; that all of the signatures appearing on such petition are the genuine signatures of the persons whose names appear thereon; and that the signers knew the contents of the petition at the time of signing the same.

Subscribed and sworn to
before me this ____ day
of _____, 2012.

Notary Public

NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Community College District No. 503, Bureau, Henderson, Henry, Knox, Marshall, Mercer, Rock Island, Stark, and Whiteside Counties, Illinois, (Black Hawk College) tentatively adopted on November 15, 2012, its annual tax levy including an additional tax, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

In accordance with the provisions of Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended, the following information is provided:

A petition may be filed with the Secretary of the Board of Trustees of Black Hawk College at the Board Office at 6600 34th Avenue, Moline, IL 61265-5899, on or before 5:00 p.m., CST, December 19, 2012, signed by not less than 14,044 registered voters of the Black Hawk College District that the proposition be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice and not later than 5:00 p.m., CST on the 19th day of December, 2012, an election to determine whether the increased levy should be authorized shall be held on the 9th day of April 2013. If no such petition is filed with the Secretary of the Board of Trustees on or before 5:00 p.m., CST, December 19, 2012, then the District shall be authorized to levy the additional tax. Petition forms are available at the Board Office.

Dated this 15th day of November 2012.

Black Hawk College Board of Trustees

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8413
November 15, 2012

**APPROVAL TO AUTHORIZE AND PROVIDE FOR THE ISSUANCE
OF \$20,000,000 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX)**

REPORT: The Board of Trustees has previously indicated its support for the issuance of debt by the College to help fund the capital needs of the College.

The Resolution the Board is being requested to pass at the November 15, 2012, Board meeting has been prepared by the law firm, Chapman & Cutler, LLP. This firm is acting in the role of bond counsel to assure the College is taking all necessary steps for the legal issuance of debt. The action being proposed is the first of several steps by the Board that are necessary for the eventual issuance of non-referendum bonds (funding bonds).

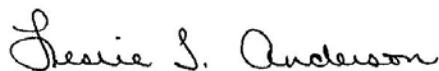
The \$20,000,000 is needed to pay for capital needs of the College including the construction of a proposed Health Sciences facility at the Quad Cities Campus and a proposed Ag Sciences facility at the East Campus.

The \$20,000,000 General Obligation Debt Certificates (Limited Tax) will be purchased by a purchaser to be determined prior to the issuance of the certificates. It is anticipated that the College will issue funding bonds to pay off the Debt Certificates.

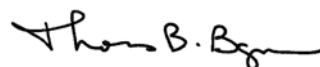
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the Resolution authorizing and providing for the issuance of \$20,000,000 of General Obligation Debt Certificates (Limited Tax) and authorizes the Chairman of the Board, the Secretary of the Board, and the Treasurer of the Board to execute and attest all necessary documents to complete this transaction.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance
and Treasurer of the Board



Thomas B. Baynum
President

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, held in the Black Hawk Room on the Quad Cities Campus of Black Hawk College, Building 1, 6600 34th Avenue, Moline, Illinois, in said Community College District at 6:00 o'clock P.M., on the 15th day of November, 2012.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, Evelyn Phillips, the Chairman, and the following Trustees were physically present at said location: Donna Frye, Sonia Berg, David Emerick, Jr., Dorothy Beck, John McCooley, Jerry Lack and Kylee Fox (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that the next item for consideration would be the proposed issuance of the District's General Obligation Debt Certificates (Limited Tax), Series 2012, and that the Board of Trustees would consider the adoption of a resolution providing for an Installment Purchase Agreement for the purpose of building, altering, repairing, equipping and improving District buildings, including, but not limited to, building and equipping a new Health Sciences facility at the Quad Cities Campus and a new Agricultural Sciences facility at the East

Campus and improving the sites thereof, authorizing the issuance of said certificates, evidencing the rights to payment under said Agreement and providing for the sale of said certificates.

Whereupon Trustee _____ presented the following resolution, copies of which were made available to all in attendance at said meeting who requested a copy:

RESOLUTION NO. _____

RESOLUTION of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of building, altering, repairing, equipping and improving District buildings, including, but not limited to, building and equipping a new Health Sciences facility at the Quad Cities Campus and a new Agricultural Sciences facility at the East Campus and improving the sites thereof, and authorizing and providing for the issue of \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2012, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates.

WHEREAS, Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois (the "*District*"), is a community college district of the State of Illinois (the "*State*") operating, among other things, under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*") and all other Omnibus Bond Acts of the State, in each case, as supplemented and amended (collectively, "*Applicable Law*"); and

WHEREAS, the Board of Trustees of the District (the "*Board*") has considered the needs of the District and, in so doing, the Board has deemed and does now deem it advisable, necessary, and for the best interests of the District for the purpose of building, altering, repairing, equipping and improving District buildings, including, but not limited to, building and equipping a new Health Sciences facility at the Quad Cities Campus and a new Agricultural Sciences facility at the East Campus and improving the sites thereof, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services

necessary, useful, or advisable thereto (the “*Project*”), all as shown on preliminary plans and cost estimates on file with and approved by the Board; and

WHEREAS, the Board has determined the total cost of the Project and expenses incidental thereto, including financial, legal, architectural, and engineering services related to such work and to the Agreement hereinafter provided for in this Resolution (collectively “*Related Expenses*”) to be not less than \$20,000,000 plus estimated investment earnings which may be received on said sum prior to disbursement; and

WHEREAS, sufficient funds of the District are not available to pay the costs of the Project and Related Expenses, and it will, therefore, be necessary to borrow money in the amount of \$20,000,000 for the purpose of paying such costs; and

WHEREAS, pursuant to the Installment Purchase Provisions, the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements; and

WHEREAS, the Board finds that it is desirable and in the best interests of the District to avail of the provisions of the Installment Purchase Provisions; authorize an Installment Purchase Agreement (the “*Agreement*”) more particularly as described and provided below in the text of this Resolution; name as counter-party to the Agreement the Treasurer of the Board (the “*Treasurer*”), as nominee-seller; authorize the Chairman of the Board (the “*Chairman*”) and the Secretary of the Board (the “*Secretary*”) to execute and attest, respectively, the Agreement on behalf of the District and to file same with the Secretary in his or her capacity as keeper of the

records and files of the District; and issue certificates evidencing the indebtedness incurred under the Agreement in the amount of \$20,000,000, in form and having such details as set forth in the text of this Resolution:

NOW THEREFORE Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, as follows:

Section 1. Definitions. Words and terms used in this Resolution shall have the meanings given them unless the context or use clearly indicates another or different meaning is intended. Words and terms defined in the singular may be used in the plural and vice-versa. Reference to any gender shall be deemed to include the other and also inanimate persons such as corporations, where applicable.

A. The following words and terms are as defined in the preambles hereto.

Agreement
Applicable Law
Board
Chairman
Debt Reform Act
District
Installment Purchase Provisions
Public Community College Act
Project
Related Expenses
Secretary
State
Treasurer

B. The following words and terms are defined as set forth.

“*Certificates*” means the \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2012, authorized to be issued by this Resolution.

“*Certificate Fund*” means the fund established and defined in Section 14 of this Resolution.

“*Certificate Register*” means the books of the District kept by the Certificate Registrar to evidence the registration and transfer of the Certificates.

“*Certificate Registrar*” means _____, _____, Illinois in its respective capacities as registrar and paying agent hereunder, or a successor thereto or a successor designated as Certificate Registrar hereunder.

“*Code*” means the Internal Revenue Code of 1986, as amended.

“*Project Fund*” means the Project Fund established and defined in Section 14 of this Resolution.

“*Purchaser*” means the purchaser of the Certificates, namely, _____, _____, Illinois.

“*Resolution*” means this Resolution adopted by the Board on the 15th day of November, 2012.

C. Definitions also appear in the preambles hereto or in specific sections, as appear below. The headings in this Resolution are for the convenience of the reader and are not a part of this Resolution.

Section 2. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are true, correct and complete and do incorporate them into this Resolution by this reference.

Section 3. Retention of Underwriter and Bond Counsel. The District hereby retains First Midstate Inc., Bloomington, Illinois, as Underwriter for the funding bonds proposed to be issued by the District (the “*Bonds*”) to pay claims against the District, the same being the Certificates, and Chapman and Cutler LLP, Chicago, Illinois, as Bond Counsel, with respect to the issuance of the Certificates and the Bonds.

Section 4. Authorization. It is necessary and advisable for the public health, safety, welfare, and convenience of residents of the District to pay the costs of acquisition and

construction of the Project, including all Related Expenses and to borrow money and, in evidence thereof and for the purpose of financing same, enter into the Agreement and, further, to provide for the issuance and delivery of the Certificates evidencing the indebtedness incurred under the Agreement.

Section 5. Agreement Is a General Obligation; Annual Budget. The District hereby represents, warrants, and agrees that the obligation to make the payments due under the Agreement shall be a lawful direct general obligation of the District payable from the general funds of the District and such other sources of payment as are otherwise lawfully available. The District represents and warrants that the total amount due the nominee-seller under the Agreement, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of the Agreement.

Section 6. Execution and Filing of the Agreement. From and after the effective date of this Resolution, the Chairman and Secretary be and they are hereby authorized and directed to execute and attest, respectively, the Agreement, in substantially the form thereof set forth below in the text of this Resolution, and to do all things necessary and essential to effectuate the provisions of the Agreement, including the execution of any documents and certificates incidental thereto or necessary to carry out the provisions thereof. Further, as nominee-seller, the Treasurer is hereby authorized and directed to execute the Agreement. Upon full execution, the original of the Agreement shall be filed with the Secretary and retained in the District records and constitute authority for issuance of the Certificates. The Installment Purchase Agreement shall be in substantially the form as follows:

INSTALLMENT PURCHASE AGREEMENT for the purchase of real or personal property, or both, in and for Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois.

THIS INSTALLMENT PURCHASE AGREEMENT (this “*Agreement*”) made as of the ___ day of _____, 2012 by and between the Treasurer of the hereinafter-defined District, as Nominee-Seller (the “*Seller*”), and Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, a Community College District of the State of Illinois (the “*District*”):

WITNESSETH

A. The Board of Trustees (the “*Board*”) of the District has determined to build, alter, repair, equip and improve District buildings, including, but not limited to, building and equipping a new Health Sciences facility at the Quad Cities Campus and a new Agricultural Sciences facility at the East Campus and improving the sites thereof, all for community college purposes (the “*Project*”), all as previously approved by the Board and on file with the Secretary of the Board (the “*Secretary*”).

B. Pursuant to the provisions of the Public Community College Act of the State of Illinois (the “*Public Community College Act*”), the Local Government Debt Reform Act of the State of Illinois (the “*Debt Reform Act*”), and, in particular, the provisions of Section 17(b) of the Debt Reform Act (the “*Installment Purchase Provisions*”), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively “*Applicable Law*”), the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall

determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements.

C. On the 15th day of November, 2012, the Board, pursuant to Applicable Law and the need to provide for the Project, adopted a resolution (the “*Resolution*”) authorizing the borrowing of money for the Project, the execution and delivery of this Agreement to finance same, and the issuance of certificates evidencing the indebtedness so incurred.

D. The Resolution is

- (a) incorporated herein by reference; and
- (b) made a part hereof as if set out at this place in full;

and each of the terms as defined in the Resolution is also incorporated by reference for use in this Agreement.

E. The Seller, as nominee as expressly permitted by the Installment Purchase Provisions, has agreed to acquire and construct the Project on the terms as hereinafter provided.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and other valuable consideration, it is mutually agreed between the Seller and the District as follows:

1. MAKE , CONSTRUCT AND ACQUIRE PROJECT

The Seller agrees to make, construct, and acquire the Project upon real estate owned or to be owned by or upon which valid easements have been obtained in favor of the District.

2. CONVEYANCE

The District conveys to the Seller any portion of the Project heretofore acquired by the District and to be paid from proceeds of the Certificates (as defined in the Resolution). The Seller agrees to convey each part of the Project to the District and to perform all necessary work

and convey all necessary equipment; and the District agrees to purchase the Project from the Seller and pay for the Project the purchase price of not to exceed \$20,000,000; plus the amount of investment earnings which are earned on the amount deposited with the Treasurer of the Board from the sale of the Certificates and in no event shall the total aggregate principal purchase price to be paid pursuant to this Agreement exceed the sum of \$20,000,000, plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates.

3. PAYMENTS

The payment of the entire sum of \$20,000,000 of said purchase price shall:

- (a) be payable in installments due on the dates and in the amounts;
- (b) bear interest at the rates percent per annum which interest shall also be payable on the dates and in the amounts;
- (c) be payable at the place or places of payment, in the medium of payment, and upon such other terms, including prepayment (redemption);

all as provided for payment of the Certificates in the Resolution.

4. ASSIGNMENT

Rights to payment of the Seller as provided in this Agreement are unconditionally and irrevocably assigned as a matter of law, under the Installment Purchase Provisions of the Debt Reform Act, to the registered and beneficial owners of the Certificates now and hereafter, on a several and not joint basis. This Agreement and any right, title, or interest herein, shall not be further assignable. The Certificates, evidencing the indebtedness incurred hereby, are assignable (registrable) as provided in the Resolution.

5. TAX COVENANTS

The covenants relating to the tax-exempt status of the Certificates, as set forth in the Resolution, insofar as may be applicable, apply to the work to be performed and the payments made under this Agreement.

6. TITLE

(a) *Vesting of Title.* Title in and to any part of the Project, upon delivery or as made, during all stages of the acquisition or construction thereof, shall and does vest immediately in the District.

(b) *Damage, Destruction, and Condemnation.* If, during the term of this Agreement, (i) all or any part of the Project shall be destroyed, in whole or in part, or damaged by fire or other casualty or event; or (ii) title to, or the temporary or permanent use of, all or any part of the Project shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm, or corporation acting under governmental authority; or (iii) a material defect in construction of all or any part of the Project shall become apparent; or (iv) title to or the use of all or any part of the Project shall be lost by reason of a defect in title; then the District shall continue to make payments as promised herein and in the Certificates and to take such action as it shall deem necessary or appropriate to repair and replace the Project.

7. LAWFUL CORPORATE OBLIGATION

The District hereby represents, warrants, and agrees that the obligation to make the payments due hereunder shall be a lawful direct general obligation of the District payable from the general funds of the District and such other sources of payment as are otherwise lawfully available. The District represents and warrants that the total amount due the Seller hereunder, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of this Agreement.

8. GENERAL COVENANT AND RECITAL

It is hereby certified and recited by the Seller and the District, respectively, that as to each, respectively, for itself, all conditions, acts, and things required by law to exist or to be done precedent to and in the execution of this Agreement did exist, have happened, been done and performed in regular and due form and time as required by law.

9. NO SEPARATE TAX

THE SELLER AND THE DISTRICT RECOGNIZE THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

10. DEFAULT AND REMEDIES

In the event of a default in payment hereunder by the District, the Seller or any Certificateholder may pursue any available remedy by suit at law or equity to enforce the payment of all amounts due or to become due under this Agreement, including, without limitation, an action for specific performance. Any costs and expenses (including reasonable attorney fees) incurred by any Certificateholder in enforcing rights hereunder shall be paid by the District. The District waives any and all defenses to any actions by a Certificateholder hereunder based on standing by any Certificateholder (including as beneficial owner), joinder of necessary parties or the posting of any bond or surety.

IN WITNESS WHEREOF the Seller has caused this Installment Purchase Agreement to be executed and attested and his or her signature to be attested by the Secretary of the Board, and the District has caused this Installment Purchase Agreement to be executed by its Chairman, and also attested by the Secretary, all as of the day and year first above written.

SELLER: Signature: _____

Name: Leslie Anderson
as Nominee-Seller and the Treasurer
of the District

ATTEST:

Secretary, Board of Trustees

COMMUNITY COLLEGE DISTRICT NO. 503,
COUNTIES OF ROCK ISLAND, HENRY,
MERCER, WHITESIDE, HENDERSON,
KNOX, BUREAU, STARK AND
MARSHALL AND STATE OF ILLINOIS

Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF ROCK ISLAND)

CERTIFICATE OF INSTALLMENT PURCHASE AGREEMENT FILING

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois (the “*District*”), and as such officer I do hereby certify that on the 15th day of November, 2012, there was filed in my office a properly certified copy of that certain document, executed by the Chairman of the Board, attested by me in my capacity as Secretary of the Board, and further executed, as Nominee-Seller, by the Treasurer of the Board, also attested by me, dated the ___ day of _____, 2012, and entitled “INSTALLMENT PURCHASE AGREEMENT for the purchase of real or personal property, or both, in and for Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois”; and supporting the issuance of certain General Obligation Debt Certificates (Limited Tax), Series 2012, of the District; that attached hereto is a true and complete copy of said Agreement as so filed; and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I have hereunto affixed my official signature, this ___ day of _____, 2012.

Secretary, Board of Trustees

Section 7. Certificate Details. For the purpose of providing for the Project and Related Expenses, there shall be issued and sold Certificates in the principal amount of \$20,000,000, which shall be designated as “General Obligation Debt Certificates (Limited Tax) Series 2012” (the “*Certificates*”). The Certificates shall be dated _____, 2012, and shall also bear the date of authentication thereof. The Certificates shall be in fully registered form, shall be in denominations of \$100,000 each or \$100,000 plus integral multiples of \$5,000 (“*Authorized Denominations*”) (but no single Certificate shall represent principal maturing on more than one date), and shall be numbered 1 and upward. The Certificates shall become due and payable serially (subject to prior redemption as hereinafter set forth) on December 1 in the years and in the amounts as follows:

2013	\$
2014	
2015	
2016	
2017	
2018	
2019	
2020	
2021	
2022	
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2021	
2022	
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	
2031	
2032	

The Certificates shall bear interest from their date of delivery at a rate of _____% per annum until November 30, 2013. The interest rate shall be adjusted on December 1, 2013, and on each December 1 thereafter, to a rate per annum equal to the greater of 9.00% per annum or 125% of the rate for the most recent date shown in the 20 G.O. Bonds Index of average municipal bond yields as published in the most recent edition of *The Bond Buyer*, published in New York (or any successor publication or index, or if such successor publication or index is no longer published then any index of long-term municipal tax-exempt bond yields then selected by the Board).

The Certificates shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of such Certificate is paid or duly provided for, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 1 and December 1 of each year, commencing on December 1, 2013. Interest on each Certificate shall be paid by check or draft of the Certificate Registrar, payable upon presentation thereof in lawful money of the United States of America, to the person in whose name such Certificate is registered at the close of business on the 15th day of the month next preceding the interest payment date, and mailed to the registered owner of the Certificate at the address as shown in the Certificate Register or at such other address furnished in writing by such registered owner. The principal of or redemption price due on the Certificates shall be payable in lawful money of the United States of America upon presentation thereof at the office maintained for such purpose of the Certificate Registrar as currently maintained, as may be relocated from time to time, or at successor Certificate Registrar and locality.

The Certificates shall be signed by the manual or duly authorized facsimile signatures of the Chairman and the Secretary, and registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer. In case any such officer whose signature shall appear on any Certificate shall cease to be such officer before the delivery of such

Certificate, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Certificates shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Certificate Registrar as authenticating agent of the District and showing the date of authentication. No Certificate shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Certificate Registrar by manual signature, and such certificate of authentication upon any such Certificate shall be conclusive evidence that such Certificate has been authenticated and delivered under this Resolution. The certificate of authentication on any Certificate shall be deemed to have been executed by the Certificate Registrar if signed by an authorized officer of the Certificate Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Certificates issued hereunder.

Section 8. Registration of Certificates; Persons Treated as Owners. (a) General. The District shall cause books (the “*Certificate Register*” as herein defined) for the registration and for the transfer of the Certificates as provided in this Resolution to be kept at the principal office of the Certificate Registrar, which is hereby constituted and appointed the registrar of the District for the Certificates. The District is authorized to prepare, and the Certificate Registrar or such other agent as the District may designate shall keep custody of, multiple Certificate blanks executed by the District for use in the transfer and exchange of Certificates. Any Certificate may be transferred or exchanged, but only in the manner, subject to the limitations, and upon payment of the charges as set forth in this Resolution.

Upon surrender for transfer or exchange of any Certificate at the principal office of the Certificate Registrar, duly endorsed by or accompanied by a written instrument or instruments of transfer or exchange in form satisfactory to the Certificate Registrar and duly executed by the registered owner or his or her attorney for such owner duly authorized in writing, the District

shall execute and the Certificate Registrar shall authenticate, date, and deliver in the name of the transferee or transferees or, in the case of an exchange, the registered owner, a new fully registered Certificate or Certificates of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Certificate or Certificates may be exchanged at said office of the Certificate Registrar for a like aggregate principal amount of Certificate or Certificates of the same maturity of other authorized denominations. The execution by the District of any fully registered Certificate shall constitute full and due authorization of such Certificate; and the Certificate Registrar shall thereby be authorized to authenticate, date, and deliver such Certificate; *provided, however*, the principal amount of outstanding Certificates of each maturity authenticated by the Certificate Registrar shall not exceed the authorized principal amount of Certificates for such maturity less previous retirements.

The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Certificate and ending on such interest payment date, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates.

The person in whose name any Certificate shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Certificate shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Certificate to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Certificates, but the District or the Certificate Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of

Certificates except in the case of the issuance of a Certificate or Certificates for the unredeemed portion of a Certificate surrendered for redemption.

(b) *Global Book-Entry System.* If requested by the Purchaser, the Certificates shall be initially issued in the form of a separate single fully registered Certificate for each of the maturities of the Certificates determined as described in Section 8 hereof. Upon initial issuance, the ownership of each such Certificate shall be registered in the Certificate Register in the name of Cede & Co., or any successor thereto (“*Cede*”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“*DTC*”). All of the outstanding Certificates shall be registered in the Certificate Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chairman and Secretary of the Board, and the chief business official of the District and the Certificate Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Certificates by wire transfer.

With respect to Certificates registered in the Certificate Register in the name of Cede, as nominee of DTC, the District and the Certificate Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Certificates from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Certificates. Without limiting the immediately preceding sentence, the District and the Certificate Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Certificates, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Certificate as shown in the Certificate Register, of any notice with respect to the Certificates, including any notice of

redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Certificate as shown in the Certificate Register, of any amount with respect to the principal of or interest on the Certificates. The District and the Certificate Registrar may treat and consider the person in whose name each Certificate is registered in the Certificate Register as the holder and absolute owner of such Certificate for the purpose of payment of principal and interest with respect to such Certificate, for the purpose of giving notices of redemption and other matters with respect to such Certificate, for the purpose of registering transfers with respect to such Certificate, and for all other purposes whatsoever. The Certificate Registrar shall pay all principal of and interest on the Certificates only to or upon the order of the respective registered owners of the Certificates, as shown in the Certificate Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Certificates to the extent of the sum or sums so paid. No person other than a registered owner of a Certificate as shown in the Certificate Register, shall receive a Certificate evidencing the obligation of the District to make payments of principal and interest with respect to any Certificate. Upon delivery by DTC to the Certificate Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 6 hereof with respect to the payment of interest to the registered owners of Certificates at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this Resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Certificate Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Certificates that they be able to obtain certificated Certificates, the

District shall notify DTC and DTC Participants of the availability through DTC of certificated Certificates and the Certificates shall no longer be restricted to being registered in the Certificate Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Certificates shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Certificates may be registered in whatever name or names registered owners of Certificates transferring or exchanging Certificates shall designate, in accordance with the provisions of Section 7(a) hereof.

Notwithstanding any other provisions of this Resolution to the contrary, so long as any Certificate is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Certificate and all notices with respect to such Certificate shall be made and given, respectively, in the name provided in the Representation Letter.

Section 9. Redemption. The Certificates are subject to redemption prior to maturity at the option of the District, in whole or in part, in Authorized Denominations in any order of their maturity as determined by the District (less than all of the Certificates of a single maturity to be selected by the Certificate Registrar), on any date, at a redemption price of par plus accrued interest to the date fixed for redemption.

The Certificates shall be redeemed only in the principal amount of Authorized Denominations. The District shall, at least forty-five (45) days prior to the redemption date (unless a shorter time period shall be satisfactory to the Certificate Registrar) notify the Certificate Registrar of such redemption date and of the principal amount and maturity or maturities of Certificates to be redeemed. For purposes of any redemption of less than all of the outstanding Certificates of a single maturity, the particular Certificates or portions of Certificates to be redeemed shall be selected by lot by the Certificate Registrar from the Certificates of such maturity by such method of lottery as the Certificate Registrar shall deem fair and appropriate;

provided that such lottery shall provide for the selection for redemption of Certificates or portions thereof so that any Certificate or portion of a Certificate in an Authorized Denomination shall be as likely to be called for redemption as any other such Certificate or portion in an Authorized Denomination. The Certificate Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Certificates to be redeemed or the time of the giving of official notice of redemption.

The Certificate Registrar shall promptly notify the District in writing of the Certificates or portions of Certificates selected for redemption and, in the case of any Certificate selected for partial redemption, the principal amount thereof to be redeemed.

Section 10. Redemption Procedure. Unless waived by any holder of Certificates to be redeemed, notice of the call for any such redemption shall be given by the Certificate Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Certificate or Certificates to be redeemed at the address shown on the Certificate Register or at such other address as is furnished in writing by such registered owner to the Certificate Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Certificates are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Certificates to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Certificate or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Certificates are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Certificate Registrar, and

(6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Certificates to be redeemed shall have been received by the Certificate Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Certificate Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Certificates, and the Certificate Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Certificates will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Certificate Registrar an amount of money sufficient to pay the redemption price of all the Certificates or portions of Certificates which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Certificates or portions of Certificates so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Certificates or portions of Certificates shall cease to bear interest. Upon surrender of such Certificates for redemption in accordance with said notice, such Certificates shall be paid by the Certificate Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Certificate, there shall be prepared for the registered holder a new Certificate or Certificates of the same maturity in the amount of the unpaid principal.

If any Certificate or portion of Certificate called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Certificate or portion of Certificate so called for redemption. All

Certificates which have been redeemed shall be cancelled and destroyed by the Certificate Registrar and shall not be reissued.

Section 11. Optional Tender. While the Certificates are outstanding, on December 1, 2013, and any date thereafter, any Certificate or portion thereof shall be purchased on the demand of the owner thereof on any day at a price equal to 100% of the principal amount thereof, plus accrued and unpaid interest thereon to the date of purchase, upon delivery to the Certificate Registrar at its principal office on any day, of the following:

(i) a written irrevocable notice, which will be effective upon receipt, which (A) states the name and address of the owner, the principal amount of such Certificate (and the portion thereof to be tendered, if less than the full principal amount is to be tendered) and the Certificate number, and (B) states the date on which such Certificate shall be so purchased, which date shall be not prior to the date which is three (3) months after the date of the delivery of such notice to the Certificate Registrar; and

(ii) such Certificate (with all necessary endorsements and guarantee of signature attached to such notice); *provided*, that the purchase price of such Certificate shall be paid by the close of business on the purchase date, but only upon the delivery of the Certificate to the Certificate Registrar and provided such Certificate shall conform in all material respects to the description thereof in such notice.

Section 12. Form of Certificate. The Certificates shall be in substantially the form hereinafter set forth; *provided, however*, that if the text of the Certificates is to be printed in its entirety on the front side of the Certificates, then paragraph [2] and the legend, on the front side and the “See Reverse Side for Additional Provisions” shall be omitted and paragraphs [6] through [12] shall be inserted immediately after paragraph [1].

REGISTERED
NO. _____

REGISTERED
\$ _____

**UNITED STATES OF AMERICA
STATE OF ILLINOIS
COUNTIES OF ROCK ISLAND, HENRY, MERCER, WHITESIDE, HENDERSON,
KNOX, BUREAU, STARK AND MARSHALL AND STATE OF ILLINOIS
COMMUNITY COLLEGE DISTRICT NO. 503
GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2012**

See Reverse Side for
Additional Provisions

Maturity
Date: December 1, 20__

Dated
Date: _____, 2012

CUSIP: 772606 _____

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay from the source and as hereinafter provided to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Certificate or from the most recent interest payment date to which interest has been paid at the rate of ___% per annum until November 30, 2013. The interest rate will be adjusted on December 1, 2013, and on each December 1 thereafter, to a rate per annum equal to the greater of 9.00% per annum or 125% of the rate for the most recent date shown in the 20 G.O. Bonds Index of average municipal bond yields as published in the most recent edition of *The Bond Buyer*, published in New York (or any successor publication or index, or if such successor publication or index is no longer published then any index of long-term municipal tax-exempt bond yields then selected by the Board of Trustees of the District (the “*Board*”)). Such interest shall be paid on June 1 and December 1 of each year, commencing December 1, 2013, until said Principal Amount is paid. Principal of this Certificate is payable in lawful money of the United

States of America upon presentation and surrender hereof at the principal office of _____, _____, Illinois, as certificate registrar and paying agent (the “*Certificate Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Certificate Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Certificate Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Certificate Registrar.

[2] Reference is hereby made to the further provisions of this Certificate set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Certificate did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of certificates of which this is one, does not exceed any limitation imposed by law; that the obligation to make payments due hereon is a general obligation of the District payable from any funds of the District legally available for such purpose, and that the District shall budget funds annually and in a timely manner so as to provide for the making of all payments hereon when due. THE OWNER OF THIS CERTIFICATE ACKNOWLEDGES THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

[4] This Certificate shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Certificate Registrar.

[5] IN WITNESS WHEREOF Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of

Illinois, by its Board of Trustees, has caused this Certificate to be signed by the manual or duly authorized facsimile signature of the Chairman and Secretary of the Board and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of the Board, all as of the Dated Date identified above.

Chairman, Board of Trustees

Registered, Numbered and Countersigned:

Secretary, Board of Trustees

Treasurer, Board of Trustees

Date of Authentication: _____, 2012

CERTIFICATE
OF
AUTHENTICATION

Certificate Registrar and Paying Agent:

_____, Illinois

This Certificate is one of the Certificates described in the within-mentioned Resolution and is one of the General Obligation Debt Certificates (Limited Tax), Series 2012, dated _____, 2012, of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois.

By _____
Authorized Signatory

**COMMUNITY COLLEGE DISTRICT NO. 503
COUNTIES OF ROCK ISLAND, HENRY, MERCER, WHITESIDE, HENDERSON,
KNOX, BUREAU, STARK AND MARSHALL AND STATE OF ILLINOIS
GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2012**

[6] This Certificate is one of a series of certificates (the “*Certificates*”) issued by the District for the purpose of providing funds to pay part of the cost of the Project and Related Expenses, all as described and defined in the Resolution authorizing the Certificates (the “*Resolution*”), in full compliance with the provisions of the Public Community College Act of the State of Illinois, as supplemented and amended, and in particular as supplemented by the Local Government Debt Reform Act of the State of Illinois, as amended, and the other Omnibus Certificate Acts of the State of Illinois (“*Applicable Law*”), and with the Resolution, which has been duly adopted by the Board on the 15th day of November, 2012, in all respects as by law required. The Certificates issued by the District in connection with the Project have been issued in evidence of the indebtedness incurred pursuant to a certain Installment Purchase Agreement (the “*Agreement*”), entered into by and between the District and the Treasurer of the District, as Seller-Nominee, to which reference is hereby expressly made for further definitions and terms and to all the provisions of which the holder by the acceptance of this certificate assents.

[7] Certificates of the series of which this Certificate is one are subject to redemption prior to maturity at the option of the District as a whole or in part in the amount of \$100,000 or \$100,000 plus integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Certificates of a single maturity to be selected by the Certificate Registrar), on any date, at a redemption price of par plus accrued interest to the date fixed for redemption.

[8] Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Certificate to be redeemed at the address shown on the registration books of the

District maintained by the Certificate Registrar or at such other address as is furnished in writing by such registered owner to the Certificate Registrar. When so called for redemption, this Certificate will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

[9] This Certificate is subject to optional tender as described in the Resolution.

[10] This Certificate is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Certificate Registrar in _____, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the Resolution, and upon surrender and cancellation of this Certificate. Upon such transfer a new Certificate or Certificates of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[11] The Certificates are issued in fully registered form in the denomination of \$100,000 each or \$100,000 plus integral multiples of \$5,000. This Certificate may be exchanged at the principal office of the Certificate Registrar for a like aggregate principal amount of Certificates of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Certificate and ending at the opening of business on such interest payment date, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates.

[12] The District and the Certificate Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of

principal hereof and interest due hereon and for all other purposes, and neither the District nor the Certificate Registrar shall be affected by any notice to the contrary.

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

[Here insert identifying number such as TID, SSN, or other]

(Name and Address of Assignee)

the within Certificate and does hereby irrevocably constitute and appoint

as attorney to transfer the said Certificate on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Certificate in every particular, without alteration or enlargement or any change whatever.

Section 13. Sale of Certificates. The Certificates shall be executed as in this Resolution provided as soon after the passage hereof as may be, shall be deposited with the Treasurer, and shall thereupon be delivered to the Purchaser, upon receipt of the purchase price therefor, the same being par. The contract for the sale of the Certificates (the "Purchase Contract") heretofore entered into is in all respects ratified, approved and confirmed, it being hereby found and determined that the Certificates have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the contract for the sale of the Certificates is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his

or her own name or indirectly in the name of any other person, association, trust or corporation, in the contract for the sale of the Certificates; the surety bond executed by the Treasurer in connection with the issuance of the Certificates as required by Section 3-19 of the Public Community College Act is hereby approved and shall be filed with the County Clerk of each county in which any part of the District is situated; and the Certificates before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Certificates issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Offering Memorandum (the "*Offering Memorandum*") is hereby ratified, approved and authorized; the execution and delivery of the Offering Memorandum is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Offering Memorandum and the Certificates.

Section 14. Use of Certificate Proceeds. Accrued interest received on the delivery of the Certificates, if any, is hereby appropriated for the purpose of paying first interest due on the Certificates and is hereby ordered deposited into the "General Obligation Debt Certificates (Limited Tax), Series 2012 Fund of 2012" (the "*Certificate Fund*"), which shall be the fund for the payment of the principal of and interest on the Certificates. Funds lawfully available for the purpose of paying the principal of and interest on the Certificates shall be deposited into the Certificate Fund and used solely and only for such purpose.

The principal proceeds of the Certificates and any premium received on the delivery of the Certificates are hereby appropriated to pay the costs of issuance of the Certificates and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the "Project Fund" (the "*Project Fund*") of the

District, hereby created. It is hereby found and determined and hereby declared and set forth that the Board (i) has not entered into an agreement of any kind with any entity, party or person (including, but not limited to, the Purchaser) to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time and (ii) is not required by any contract, decree, instrument, order, regulation or ruling, to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time. Moneys in the Project Fund shall be used to pay costs of the Project in accordance with the following procedures:

1. Contracts (“*Work Contracts*”) have been or shall be awarded, from time to time, by the Board for the work on the Project; and the Board represent and covenant that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same.

2. Pursuant to this Resolution or subsequent resolution or resolutions to be duly adopted, the Board shall identify all or a designated portion of each Work Contract to the Agreement. The Work Contracts attached hereto as *Exhibit 1* are hereby identified to the Agreement. This Resolution, any such further resolution and said Work Contracts shall be filed of record with the Secretary and the Treasurer. The adoption and filing of any such resolution or resolutions and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, orders, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Alternatively to the creation of the funds described above, the appropriate officers may allocate the funds to be deposited into the Certificate Fund or proceeds of the Certificates to one

or more related funds of the District already in existence and in accordance with good accounting practice; *provided, however*, that this shall not relieve such officers of the duty to account and invest such funds and the proceeds of the Certificates, as herein provided, as if the funds described above had in fact been created. At the time of the issuance of the Certificates, the costs of issuance of the Certificates may be paid by the Purchaser on behalf of the District from the proceeds of the Certificates.

Section 15. Non-Arbitrage and Tax-Exemption. One purpose of this Section is to set forth various facts regarding the Certificates and to establish the expectations of the Board and the District as to future events regarding the Certificates and the use of Certificate proceeds. The certifications, covenants and representations contained herein and at the time of the Closing are made on behalf of the District for the benefit of the owners from time to time of the Certificates. In addition to providing the certifications, covenants and representations contained herein, the District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Certificates) if taking, permitting or omitting to take such action would cause any of the Certificates to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause the interest on the Certificates to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service of the exemption from Federal income taxation for interest paid on the Certificates, under present rules, the District is treated as the “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the Internal Revenue Service in connection with such an examination. The Board and the District certify, covenant and represent as follows:

1.1. Definitions. In addition to such other words and terms used and defined in this Resolution, the following words and terms used in this Section shall have the

following meanings unless, in either case, the context or use clearly indicates another or different meaning is intended:

“*Affiliated Person*” means any Person that (a) at any time during the six months prior to the execution and delivery of the Certificates, (i) has more than five percent of the voting power of the governing body of the District in the aggregate vested in its directors, officers, owners, and employees or, (ii) has more than five percent of the voting power of its governing body in the aggregate vested in directors, officers, board members or employees of the District or (b) during the one-year period beginning six months prior to the execution and delivery of the Certificates, (i) the composition of the governing body of which is modified or established to reflect (directly or indirectly) representation of the interests of the District (or there is an agreement, understanding, or arrangement relating to such a modification or establishment during that one-year period) or (ii) the composition of the governing body of the District is modified or established to reflect (directly or indirectly) representation of the interests of such Person (or there is an agreement, understanding, or arrangement relating to such a modification or establishment during that one-year period).

“*Bond Counsel*” means Chapman and Cutler LLP or any other nationally recognized firm of attorneys experienced in the field of municipal bonds whose opinions are generally accepted by purchasers of municipal bonds.

“*Capital Expenditures*” means costs of a type that would be properly chargeable to a capital account under the Code (or would be so chargeable with a proper election) under federal income tax principles if the District were treated as a corporation subject to federal income taxation, taking into account the definition of Placed-in-Service set forth herein.

“*Closing*” means the first date on which the District is receiving the purchase price for the Certificates.

“*Code*” means the Internal Revenue Code of 1986, as amended.

“*Commingled Fund*” means any fund or account containing both Gross Proceeds and an amount in excess of \$25,000 that are not Gross Proceeds if the amounts in the fund or account are invested and accounted for, collectively, without regard to the source of funds deposited in the fund or account. An open-ended regulated investment company under Section 851 of the Code is not a commingled fund.

“*Control*” means the possession, directly or indirectly through others, of either of the following discretionary and non-ministerial rights or powers over another entity:

- (a) to approve and to remove without cause a controlling portion of the governing body of a Controlled Entity; or
- (b) to require the use of funds or assets of a Controlled Entity for any purpose.

“*Controlled Entity*” means any entity or one of a group of entities that is subject to Control by a Controlling Entity or group of Controlling Entities.

“*Controlled Group*” means a group of entities directly or indirectly subject to Control by the same entity or group of entities, including the entity that has the Control of the other entities.

“*Controlling Entity*” means any entity or one of a group of entities directly or indirectly having Control of any entities or group of entities.

“*Costs of Issuance*” means the costs of issuing the Certificates, including underwriters’ discount and legal fees.

“*De minimis Amount of Original Issue Discount or Premium*” means (a) any original issue discount or premium that does not exceed two percent of the stated redemption price at maturity of the Certificates plus (b) any original issue premium that is attributable exclusively to reasonable underwriter’s compensation.

“*External Commingled Fund*” means a Commingled Fund in which the District and all members of the same Controlled Group as the District own, in the aggregate, not more than ten percent of the beneficial interests.

“*GIC*” means (a) any investment that has specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate and (b) any agreement to supply investments on two or more future dates (*e.g.*, a forward supply contract).

“*Gross Proceeds*” means amounts in the Certificate Fund and the Project Fund.

“*Net Sale Proceeds*” means amounts actually or constructively received from the sale of the Certificates reduced by any such amounts that are deposited in a reasonably required reserve or replacement fund for the Certificates.

“*Person*” means any entity with standing to be sued or to sue, including any natural person, corporation, body politic, governmental unit, agency, authority, partnership, trust, estate, association, company, or group of any of the above.

“*Placed-in-Service*” means the date on which, based on all facts and circumstances (a) a facility has reached a degree of completion that would permit its operation at substantially its design level and (b) the facility is, in fact, in operation at such level.

“*Private Business Use*” means any use of the Project by any Person other than a state or local government unit, including as a result of (i) ownership, (ii) actual or beneficial use pursuant to a lease or a management, service, incentive payment, research or output contract or (iii) any other similar arrangement, agreement or understanding, whether written or oral, except for use of the Project on the same basis as the general public. Private Business Use includes any formal or informal arrangement with any person other than a state or local governmental unit that conveys special legal

entitlements to any portion of the Project that is available for use by the general public or that conveys to any person other than a state or local governmental unit any special economic benefit with respect to any portion of the Project that is not available for use by the general public.

“Qualified Administrative Costs of Investments” means (a) reasonable, direct administrative costs (other than carrying costs) such as separately stated brokerage or selling commissions but not legal and accounting fees, recordkeeping, custody and similar costs; or (b) all reasonable administrative costs, direct or indirect, incurred by a publicly offered regulated investment company or an External Commingled Fund.

“Qualified Tax Exempt Obligations” means (a) any obligation described in Section 103(a) of the Code, the interest on which is excludable from gross income of the owner thereof for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax imposed by Section 55 of the Code; (b) an interest in a regulated investment company to the extent that at least ninety-five percent of the income to the holder of the interest is interest which is excludable from gross income under Section 103 of the Code of any owner thereof for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax imposed by Section 55 of the Code; and (c) certificates of indebtedness issued by the United States Treasury pursuant to the Demand Deposit State and Local Government Series program described in 31 C.F.R. pt. 344.

“Rebate Fund” means the fund, if any, identified and defined in paragraph 4.1 herein.

“Rebate Provisions” means the rebate requirements contained in Section 148(f) of the Code and in the Regulations.

“Regulations” means United States Treasury Regulations dealing with the tax-exempt bond provisions of the Code.

“Reimbursed Expenditures” means expenditures of the District paid prior to Closing to which Sale Proceeds or investment earnings thereon are or will be allocated.

“Sale Proceeds” means amounts actually or constructively received from the sale of the Certificates, including (a) amounts used to pay underwriters’ discount or compensation and accrued interest, other than accrued interest for a period not greater than one year before Closing but only if it is to be paid within one year after Closing and (b) amounts derived from the sale of any right that is part of the terms of a Certificate or is otherwise associated with a Certificate (e.g., a redemption right).

“Yield” means that discount rate which when used in computing the present value of all payments of principal and interest paid and to be paid on an obligation (using semiannual compounding on the basis of a 360-day year) produces an amount equal to the obligation’s purchase price (or in the case of the Certificates, the issue price as established in paragraph 5.1 hereof), including accrued interest.

“*Yield Reduction Payment*” means a rebate payment or any other amount paid to the United States in the same manner as rebate amounts are required to be paid or at such other time or in such manner as the Internal Revenue Service may prescribe that will be treated as a reduction in Yield of an investment under the Regulations.

2.1. *Purpose of the Certificates.* The Certificates are being issued to finance the Project in a prudent manner consistent with the revenue needs of the District. A breakdown of the sources and uses of funds is set forth in the preceding Section of this Resolution. At least 75% of the sum of (i) Sale Proceeds plus (ii) all investment earnings thereon during the period ending on the date of completion of the Project, less (iii) Costs of Issuance paid from Sale Proceeds or investment earnings thereon, less (iv) Sale Proceeds or investment earnings thereon deposited in a reasonably required reserve or replacement fund, are expected to be used for construction purposes with respect to property owned by a governmental unit or a Section 501(c)(3) organization. Except for any accrued interest on the Certificates used to pay first interest due on the Certificates, no proceeds of the Certificates will be used more than 30 days after the date of issue of the Certificates for the purpose of paying any principal or interest on any issue of bonds, notes, certificates or warrants or on any installment contract or other obligation of the District or for the purpose of replacing any funds of the District used for such purpose.

2.2. *The Project – Binding Commitment and Timing.* The District has incurred or will, within six months of the Closing, incur a substantial binding obligation (not subject to contingencies within the control of the District or any member of the same Controlled Group as the District) to a third party to expend at least five percent of the Sale Proceeds on the Project. It is expected that the acquisition of the Project and the expenditure of amounts deposited into the Project Fund will continue to proceed with due diligence through _____, 2015, at which time it is anticipated that all Sale Proceeds and investment earnings thereon will have been spent.

2.3. *Reimbursement.* None of the Sale Proceeds or investment earnings thereon will be used for Reimbursed Expenditures.

2.4. *Working Capital.* All amounts in the Sale Proceeds Funds will be used, directly or indirectly, to finance Capital Expenditures other than the following:

- (a) an amount not to exceed five percent of the Sale Proceeds for working capital expenditures directly related to Capital Expenditures financed by the Certificates;
- (b) payments of interest on the Certificates for a period commencing at Closing and ending on the later of the date three years after Closing or one year after the date on which the Project is Placed-in-Service;
- (c) Costs of Issuance and Qualified Administrative Costs of Investments;
- (d) payments of rebate or Yield Reduction Payments made to the United States under the Regulations; and

(e) principal of or interest on the Certificates paid from unexpected excess Sale Proceeds and investment earnings thereon.

(f) investment earnings that are commingled with substantial other revenues and are expected to be allocated to expenditures within six months.

2.5. Consequences of Contrary Expenditure. The District acknowledges that if amounts in the Sale Proceeds Funds and investment earnings thereon are spent for non-Capital Expenditures other than as permitted by paragraph 2.4 hereof, a like amount of then available funds of the District will be treated as unspent Sale Proceeds.

2.6. Investment of Certificate Proceeds. Not more than 50% of the Sale Proceeds and investment earnings thereon are or will be invested in investments (other than Qualified Tax Exempt Obligations) having a Yield that is substantially guaranteed for four years or more. No portion of the Certificates is being issued solely for the purpose of investing a portion of Sale Proceeds or investment earnings thereon at a Yield higher than the Yield on the Certificates.

It is expected that the Sale Proceeds deposited into the Project Fund, including investment earnings on the Project Fund, will be spent to pay costs of the Project and interest on the Certificates not later than the date set forth in paragraph 2.2 hereof, the investment earnings on the Certificate Fund will be spent to pay interest on the Certificates, or to the extent permitted by law, investment earnings on amounts in the Project Fund and the Certificate Fund will be commingled with substantial revenues from the governmental operations of the District, and the earnings are reasonably expected to be spent for governmental purposes within six months of the date earned. Interest earnings on the Project Fund and the Certificate Fund have not been earmarked or restricted by the Board for a designated purpose.

2.7. No Grants. None of the Sale Proceeds or investment earnings thereon will be used to make grants to any person.

2.8. Hedges. Neither the District nor any member of the same Controlled Group as the District has entered into or expects to enter into any hedge (*e.g.*, an interest rate swap, interest rate cap, futures contract, forward contract or an option) with respect to the Certificates. The District acknowledges that any such hedge could affect, among other things, the calculation of Certificate Yield under the Regulations. The Internal Revenue Service could recalculate Certificate Yield if the failure to account for the hedge fails to clearly reflect the economic substance of the transaction.

The District also acknowledges that if it acquires a hedging contract with an investment element (including *e.g.*, an off-market swap agreement, or any cap agreement for which all or a portion of the premium is paid at, or before the effective date of the cap agreement), then a portion of such hedging contract may be treated as an investment of Gross Proceeds of the Certificates, and be subject to the fair market purchase price rules, rebate and yield restriction. The District agrees not to use proceeds of the Certificates to pay for any such hedging contract in whole or in part. The District also agrees that it will not give any assurances to any Certificate holder or any other credit or liquidity enhancer

with respect to the Certificates that any such hedging contract will be entered into or maintained. The District recognizes that if a portion of a hedging contract is determined to be an investment of gross proceeds, such portion may not be fairly priced even if the hedging contract as a whole is fairly priced.

2.9. Internal Revenue Service Audits. The District represents that the Internal Revenue Service has not contacted the District regarding any obligations issued by or on behalf of the District. To the best of the knowledge of the District, no such obligations of the District are currently under examination by the Internal Revenue Service.

3.1. Use of Proceeds. (a) The use of the Sale Proceeds and investment earnings thereon and the funds held under this Resolution at the time of Closing are described in the preceding Section of this Resolution. No Sale Proceeds will be used to pre-pay for goods or services to be received over a period of years prior to the date such goods or services are to be received. No Sale Proceeds or any investment earnings thereon will be used to pay for or otherwise acquire goods or services from an Affiliated Person.

(b) Only the funds and accounts described in said Section will be funded at Closing. There are no other funds or accounts created under this Resolution, other than the Rebate Fund if it is created as provided in paragraph 4.2 hereof.

(c) Principal of and interest on the Certificates will be paid from the Certificate Fund.

(d) Any Costs of Issuance incurred in connection with the issuance of the Certificates to be paid by the District will be paid at the time of Closing.

(e) The costs of the Project will be paid from the Project Fund and no other moneys (except for investment earnings on amounts in the Project Fund) are expected to be deposited therein.

3.2. Purpose of Certificate Fund. The Certificate Fund will be used primarily to achieve a proper matching of revenues and earnings with principal and interest payments on the Certificates in each certificate year. It is expected that the Certificate Fund will be depleted at least once a year, except for a reasonable carry over amount the greater of (a) the earnings on the investment of moneys in the Certificate Fund for the immediately preceding bond year or (b) 1/12th of the principal and interest payments on the Certificates for the immediately preceding bond year.

3.3. No Other Gross Proceeds. (a) Except for the Certificate Fund and the Project Fund, and except for investment earnings that have been commingled as described in paragraph 2.2 and any credit enhancement or liquidity device related to the Certificates, after the issuance of the Certificates, neither the District nor any member of the same Controlled Group as the District has or will have any property, including cash, securities or any other property held as a passive vehicle for the production of income or for investment purposes, that constitutes:

- (i) Sale Proceeds;

(ii) amounts in any fund and account with respect to the Certificates (other than the Rebate Fund);

(iii) amounts that have a sufficiently direct nexus to the Certificates or to the governmental purpose of the Certificates to conclude that the amounts would have been used for that governmental purpose if the Certificates were not used or to be used for that governmental purpose (the mere availability or preliminary earmarking of such amounts for a governmental purpose, however, does not itself establish such a sufficient nexus);

(iv) amounts in a debt service fund, redemption fund, reserve fund, replacement fund or any similar fund to the extent reasonably expected to be used directly or indirectly to pay principal of or interest on the Certificates or any amounts for which there is provided, directly or indirectly, a reasonable assurance that the amount will be available to pay principal of or interest on the Certificates or any obligations under any credit enhancement or liquidity device with respect to the Certificates, even if the District encounters financial difficulties;

(v) any amounts held pursuant to any agreement (such as an agreement to maintain certain levels of types of assets) made for the benefit of the Certificateholders or any credit enhancement provider, including any liquidity device or negative pledge (any amount pledged to pay principal of or interest on an issue held under an agreement to maintain the amount at a particular level for the direct or indirect benefit of Certificateholders or a guarantor of the Certificates); or

(vi) amounts actually or constructively received from the investment and reinvestment of the amounts described in (i) or (ii) above.

(b) No compensating balance, liquidity account, negative pledge of property held for investment purposes required to be maintained at least at a particular level or similar arrangement exists with respect to, in any way, the Certificates or any credit enhancement or liquidity device related to the Certificates.

(c) The term of the Certificates is not longer than is reasonably necessary for the governmental purposes of the Certificates. The average reasonably expected economic life of the Project is at least 20 years. The weighted average maturity of the Certificates does not exceed 20 years and does not exceed 120 percent of the average reasonably expected economic life of the Project. The maturity schedule of the Certificates (the "*Principal Payment Schedule*") is based on an analysis of revenues expected to be available to pay debt service on the Certificates. The Principal Payment Schedule is not more rapid (*i.e.*, having a lower average maturity) because a more rapid schedule would place an undue burden on tax rates and cause such rates to be increased beyond prudent levels, and would be inconsistent with the governmental purpose of the Certificates as set forth in paragraph 2.1 hereof.

4.1. Compliance with Rebate Provisions. The District covenants to take such actions and make, or cause to be made, all calculations, transfers and payments that may

be necessary to comply with the Rebate Provisions applicable to the Certificates. The District will make, or cause to be made, rebate payments with respect to the Certificates in accordance with law.

4.2. *Rebate Fund.* The District is hereby authorized to create and establish a special fund to be known as the Rebate Fund (the “*Rebate Fund*”), which, if created, shall be continuously held, invested, expended and accounted for in accordance with this Resolution. Moneys in the Rebate Fund shall not be considered moneys held for the benefit of the Certificateholders. Except as provided in the Regulations, moneys in the Rebate Fund (including earnings and deposits therein) shall be held in trust for payment to the United States as required by the Rebate Provisions and by the Regulations and as contemplated under the provisions of this Resolution.

4.3. *Records.* The District agrees to keep and retain or cause to be kept and retained until six years after the Certificates are paid in full adequate records with respect to the investment of all Gross Proceeds and amounts in the Rebate Fund. Such records shall include: (a) purchase price; (b) purchase date; (c) type of investment; (d) accrued interest paid; (e) interest rate; (f) principal amount; (g) maturity date; (h) interest payment date; (i) date of liquidation; and (j) receipt upon liquidation.

If any investment becomes Gross Proceeds on a date other than the date such investment is purchased, the records required to be kept shall include the fair market value of such investment on the date it becomes Gross Proceeds. If any investment is retained after the date the last Certificate is retired, the records required to be kept shall include the fair market value of such investment on the date the last Certificate is retired. Amounts or investments will be segregated whenever necessary to maintain these records.

4.4. *Fair Market Value; Certificates of Deposit and Investment Agreements.* The District will continuously invest all amounts on deposit in the Rebate Fund, together with the amounts, if any, to be transferred to the Rebate Fund, in any investment permitted under this Resolution. In making investments of Gross Proceeds or of amounts in the Rebate Fund the District shall take into account prudent investment standards and the date on which such moneys may be needed. Except as provided in the next sentence, all amounts that constitute Gross Proceeds and all amounts in the Rebate Fund shall be invested at all times to the greatest extent practicable, and no amounts may be held as cash or be invested in zero yield investments other than obligations of the United States purchased directly from the United States. In the event moneys cannot be invested, other than as provided in this sentence due to the denomination, price or availability of investments, the amounts shall be invested in an interest bearing deposit of a bank with a yield not less than that paid to the general public or held uninvested to the minimum extent necessary.

Gross Proceeds and any amounts in the Rebate Fund that are invested in certificates of deposit or in GICs shall be invested only in accordance with the following provisions:

(a) Investments in certificates of deposit of banks or savings and loan associations that have a fixed interest rate, fixed payment schedules and substantial penalties for early withdrawal shall be made only if either (i) the Yield on the certificate of deposit (A) is not less than the Yield on reasonably comparable direct obligations of the United States and (B) is not less than the highest Yield that is published or posted by the provider to be currently available from the provider on reasonably comparable certificates of deposit offered to the public or (ii) the investment is an investment in a GIC and qualifies under paragraph (b) below.

(b) Investments in GICs shall be made only if

(i) the bid specifications are in writing, include all material terms of the bid and are timely forwarded to potential providers (a term is material if it may directly or indirectly affect the yield on the GIC);

(ii) the terms of the bid specifications are commercially reasonable (a term is commercially reasonable if there is a legitimate business purpose for the term other than to reduce the yield on the GIC);

(iii) all bidders for the GIC have equal opportunity to bid so that, for example, no bidder is given the opportunity to review other bids (a last look) before bidding;

(iv) any agent used to conduct the bidding for the GIC does not bid to provide the GIC;

(v) at least three of the providers solicited for bids for the GIC are reasonably competitive providers of investments of the type purchased (*i.e.*, providers that have established industry reputations as competitive providers of the type of investments being purchased);

(vi) at least three of the entities that submit a bid do not have a financial interest in the Certificates;

(vii) at least one of the entities that provided a bid is a reasonably competitive provider that does not have a financial interest in the Certificates;

(viii) the bid specifications include a statement notifying potential providers that submission of a bid is a representation that the potential provider did not consult with any other provider about its bid, that the bid was determined without regard to any other formal or informal agreement that the potential provider has with the District or any other person

(whether or not in connection with the Certificates) and that the bid is not being submitted solely as a courtesy to the District or any other person for purposes of satisfying the federal income tax requirements relating to the bidding for the GIC;

(ix) the determination of the terms of the GIC takes into account the reasonably expected deposit and drawdown schedule for the amounts to be invested;

(x) the highest-yielding GIC for which a qualifying bid is made (determined net of broker's fees) is in fact purchased; and

(xi) the obligor on the GIC certifies the administrative costs that it is paying or expects to pay to third parties in connection with the GIC.

(c) If a GIC is purchased, the District will retain the following records with its bond documents until three years after the Certificates are redeemed in their entirety:

(i) a copy of the GIC;

(ii) the receipt or other record of the amount actually paid for the GIC, including a record of any administrative costs paid, and the certification under subparagraph (b)(xi) of this paragraph;

(iii) for each bid that is submitted, the name of the person and entity submitting the bid, the time and date of the bid, and the bid results; and

(iv) the bid solicitation form and, if the terms of the GIC deviated from the bid solicitation form or a submitted bid is modified, a brief statement explaining the deviation and stating the purpose for the deviation.

Moneys to be rebated to the United States shall be invested to mature on or prior to the anticipated rebate payment date. All investments made with Gross Proceeds or amounts in the Rebate Fund shall be bought and sold at fair market value. The fair market value of an investment is the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction. Except for investments specifically described in this Section and United States Treasury obligations that are purchased directly from the United States Treasury, only investments that are traded on an established securities market, within the meaning of regulations promulgated under Section 1273 of the Code, will be purchased with Gross Proceeds. In general, an "established securities market" includes: (i) property that is listed on a national securities exchange, an interdealer quotation system or certain foreign exchanges; (ii) property that is traded on a Commodities Futures Trading Commission designated board of trade or an interbank market; (iii) property that appears on a quotation medium; and (iv) property for which price quotations are readily available from dealers and brokers. A debt instrument

is not treated as traded on an established market solely because it is convertible into property which is so traded.

An investment of Gross Proceeds in an External Commingled Fund shall be made only to the extent that such investment is made without an intent to reduce the amount to be rebated to the United States Government or to create a smaller profit or a larger loss than would have resulted if the transaction had been at arm's length and had the rebate or Yield restriction requirements not been relevant to the District. An investment of Gross Proceeds shall be made in a Commingled Fund other than an External Commingled Fund only if the investments made by such Commingled Fund satisfy the provisions of this paragraph.

A single investment, or multiple investments awarded to a provider based on a single bid may not be used for funds subject to different rules relating to rebate or yield restriction.

The foregoing provisions of this paragraph satisfy various safe harbors set forth in the Regulations relating to the valuation of certain types of investments. The safe harbor provisions of this paragraph are contained herein for the protection of the District, who has covenanted not to take any action to adversely affect the tax-exempt status of the interest on the Certificates. The District will contact Bond Counsel if it does not wish to comply with the provisions of this paragraph and forego the protection provided by the safe harbors provided herein.

4.5. Arbitrage Elections. The Chairman, Secretary and Treasurer of the Board are hereby authorized to execute one or more elections regarding certain matters with respect to arbitrage.

5.1. Issue Price. For purposes of determining the Yield on the Certificates, the purchase price of the Certificates is equal to the price being paid to the District by the Purchaser. The Purchaser is buying the Certificates as an investment for its own account with no intention to resell the Certificates. The purchase price of each of the Certificates is not less than the fair market value of the Certificate as of the date the Purchaser agreed to buy the Certificates.

5.2. Yield Limits. Except as provided in paragraph (a) or (b), all Gross Proceeds shall be invested at market prices and at a Yield (after taking into account any Yield Reduction Payments) not in excess of the Yield on the Certificates plus, if only amounts in the Project Fund are subject to this yield limitation, 1/8th of one percent.

The following may be invested without Yield restriction:

(a)(i) amounts on deposit in the Certificate Fund (except for capitalized interest) that have not been on deposit under this Resolution for more than 13 months, so long as the Certificate Fund continues to qualify as a bona fide debt service fund as described in paragraph 3.2 hereof;

(ii) amounts on deposit in the Project Fund that are reasonably expected to pay for the costs of the Project, costs of issuance of the Certificates, or interest on the Certificates during the three year period beginning on the date of issue of the Certificates prior to three years after Closing;

(iii) amounts in the Certificate Fund to be used to pay capitalized interest on the Certificates prior to the earlier of three years after Closing or the payment of all capitalized interest;

(b)(i) An amount not to exceed the lesser of \$100,000 or five percent of the Sale Proceeds;

(ii) amounts invested in Qualified Tax Exempt Obligations (to the extent permitted by law and this Resolution);

(iii) amounts in the Rebate Fund;

(iv) all amounts other than Sale Proceeds for the first 30 days after they become Gross Proceeds; and

(v) all amounts derived from the investment of Sale Proceeds or investment earnings thereon for a period of one year from the date received.

5.3. *Continuing Nature of Yield Limits.* Except as provided in paragraph 7.10 hereof, once moneys are subject to the Yield limits of paragraph 5.2 hereof, such moneys remain Yield restricted until they cease to be Gross Proceeds.

5.4. *Federal Guarantees.* Except for investments meeting the requirements of paragraph 5.2(a) hereof, investments of Gross Proceeds shall not be made in (a) investments constituting obligations of or guaranteed, directly or indirectly, by the United States (except obligations of the United States Treasury, or investments in obligations issued pursuant to Section 21B(d)(3) of the Federal Home Loan Bank, as amended (*e.g.*, Refcorp Strips)); or (b) federally insured deposits or accounts (as defined in Section 149(b)(4)(B) of the Code). Except as otherwise permitted in the immediately prior sentence and in the Regulations, no portion of the payment of principal or interest on the Certificates or any credit enhancement or liquidity device relating to the foregoing is or will be guaranteed, directly or indirectly (in whole or in part), by the United States (or any agency or instrumentality thereof), including a lease, incentive payment, research or output contract or any similar arrangement, agreement or understanding with the United States or any agency or instrumentality thereof. No portion of the Gross Proceeds has been or will be used to make loans the payment of principal or interest with respect to which is or will be guaranteed (in whole or in part) by the United States (or any agency or instrumentality thereof). Neither this paragraph nor paragraph 5.5 hereof applies to any guarantee by the Federal Housing Administration, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, the Student Loan Marketing Association or the Bonneville Power Administration pursuant to the Northwest Power Act (16 U.S.C. 839d) as in effect on the date of enactment of the Tax Reform Act of 1984.

5.5. *Investments After the Expiration of Temporary Periods, Etc.* After the expiration of the temporary period set forth in paragraph 5.2(a)(ii) hereof, amounts in the Project Fund may not be invested in (i) federally insured deposits or accounts (as defined in Section 149(b)(4)(B) of the Code) or (ii) investments constituting obligations of or guaranteed, directly or indirectly, by the United States (except obligations of the United States Treasury or investments in obligations issued pursuant to Section 21B(d)(3) of the Federal Home Loan Bank Act, as amended (*e.g.*, Refcorp Strips). Any other amounts that are subject to the yield limitation in paragraph 5.2 hereof because paragraph 5.2(a) hereof is not applicable and amounts not subject to yield restriction only because they are described in paragraph 5.2(b) hereof, are also subject to the limitation set forth in the preceding sentence.

6.1. *Payment and Use Tests.* (a) No more than five percent of the Sale Proceeds plus investment earnings thereon will be used, directly or indirectly, in whole or in part, in any Private Business Use. The District acknowledges that, for purposes of the preceding sentence, Gross Proceeds used to pay costs of issuance and other common costs (such as capitalized interest and fees paid for a qualified guarantee or qualified hedge) or invested in a reserve or replacement fund must be ratably allocated among all the purposes for which Gross Proceeds are being used.

(b) The payment of more than five percent of the principal of or the interest on the Certificates will not be, directly or indirectly (i) secured by any interest in (A) property used or to be used in any Private Business Use or (B) payments in respect of such property or (ii) on a present value basis, derived from payments (whether or not to the District or a member of the same Controlled Group as the District) in respect of property, or borrowed money, used or to be used in any Private Business Use.

(c) No more than the lesser of five percent of the sum of the Sale Proceeds and investment earnings thereon or \$5,000,000 will be used, directly or indirectly, to make or finance loans to any persons. The District acknowledges that, for purposes of the preceding sentence, Gross Proceeds used to pay costs of issuance and other common costs (such as capitalized interest and fees paid for a qualified guarantee or qualified hedge) or invested in a reserve or replacement fund must be ratably allocated among all the purposes for which Gross Proceeds are being used.

(d) No user of the Project other than a state or local governmental unit will use more than five percent of the Project, in the aggregate, on any basis other than the same basis as the general public.

6.2. *I.R.S. Form 8038-G.* The information contained in the Information Return for Tax-Exempt Governmental Obligations, Form 8038-G, is true and complete. The District will file Form 8038-G (and all other required information reporting forms) in a timely manner.

6.3. *Bank Qualification.* Prior to the date hereof in the current calendar year, no obligations that constitute “qualified tax-exempt obligations” for the purposes and within the meaning of Section 265(b)(3) of the Code have been issued by any of the following: (i) the District; (ii) an entity issuing obligations on behalf of the District; and (iii) any

member of the same Controlled Group as the District or the same Controlled Group as an entity issuing obligations on behalf of the District.

7.1. Termination; Interest of District in Rebate Fund. The terms and provisions set forth in this Section shall terminate at the later of (a) 75 days after the Certificates have been fully paid and retired or (b) the date on which all amounts remaining on deposit in the Rebate Fund, if any, shall have been paid to or upon the order of the United States and any other payments required to satisfy the Rebate Provisions of the Code have been made to the United States. Notwithstanding the foregoing, the provisions of paragraphs 4.3, 4.4(c) and 7.9 hereof shall not terminate until the third anniversary of the date the Certificates are fully paid and retired.

7.2. Separate Issue. Since a date that is 15 days prior to the date of sale of the Certificates by the District to the Purchaser, neither the District nor any member of the same Controlled Group as the District has sold or delivered any tax-exempt obligations other than the Certificates that are reasonably expected to be paid out of substantially the same source of funds as the Certificates. Neither the District nor any member of the same Controlled Group as the District will sell or deliver within 15 days after the date of sale of the Certificates any tax-exempt obligations other than the Certificates that are reasonably expected to be paid out of substantially the same source of funds as the Certificates.

7.3. No Sale of the Project. (a) Other than as provided in the next sentence, neither the Project nor any portion thereof has been, is expected to be, or will be sold or otherwise disposed of, in whole or in part, prior to the earlier of (i) the last date of the reasonably expected economic life to the District of the property (determined on the date of issuance of the Certificates) or (ii) the last maturity date of the Certificates. The District may dispose of personal property in the ordinary course of an established government program prior to the earlier of (i) the last date of the reasonably expected economic life to the District of the property (determined on the date of issuance of the Certificates) or (ii) the last maturity of the Certificates, provided: (A) the weighted average maturity of the Certificates financing the personal property is not greater than 120 percent of the reasonably expected actual use of that property for governmental purposes; (B) the District reasonably expects on the issue date that the fair market value of that property on the date of disposition will be not greater than 25 percent of its cost; (C) the property is no longer suitable for its governmental purposes on the date of disposition; and (D) the District deposits amounts received from the disposition in a commingled fund with substantial tax or other governmental revenues and the District reasonably expects to spend the amounts on governmental programs within six months from the date of the commingling.

(b) The District acknowledges that if Certificate-financed property is sold or otherwise disposed of in a manner contrary to (a) above, such sale or disposition may constitute a “deliberate action” within the meaning of the Regulations that may require remedial actions to prevent the Certificates from becoming private activity bonds. The District shall promptly contact Bond Counsel if a sale or other disposition of certificate-financed property is considered by the District.

7.4. *Purchase of Certificates by District.* The District will not purchase any of the Certificates except to cancel such Certificates.

7.5. *First Call Date Limitation.* The period between the date of Closing and the first call date of the Certificates is not more than 10-1/2 years.

7.6. *Registered Form.* The District recognizes that Section 149(a) of the Code requires the Certificates to be issued and to remain in fully registered form in order that interest thereon be exempt from federal income taxation under laws in force at the time the Certificates are delivered. In this connection, the District agrees that it will not take any action to permit the Certificates to be issued in, or converted into, bearer or coupon form.

7.7. *First Amendment.* The District acknowledges and agrees that it will not use, or allow the Project to be used, in a manner which is prohibited by the Establishment of Religion Clause of the First Amendment to the Constitution of the United States of America or by any comparable provisions of the Constitution of the State of Illinois.

7.8. *Future Events.* The District acknowledges that any changes in facts or expectations from those set forth herein may result in different Yield restrictions or rebate requirements from those set forth herein. The District shall promptly contact Bond Counsel if such changes do occur.

7.9. *Records Retention.* The District agrees to keep and retain or cause to be kept and retained sufficient records to support the continued exclusion of the interest paid on the Certificates from federal income taxation, to demonstrate compliance with the covenants in this Resolution and to show that all tax-exempt Certificate related returns submitted to the Internal Revenue Service are correct and timely filed. Such records shall include, but are not limited to, basic records relating to the Certificate transaction (including this Resolution and the Bond Counsel opinion); documentation evidencing the expenditure of Certificate proceeds; documentation evidencing the use of Certificate-financed property by public and private entities (*i.e.*, copies of leases, management contracts and research agreements); documentation evidencing all sources of payment or security for the Certificates; and documentation pertaining to any investment of Certificate proceeds (including the information required under paragraphs 4.3 and 4.4 hereof and in particular information related to the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received from the investment of proceeds, guaranteed investment contracts and documentation of any bidding procedure related thereto and any fees paid for the acquisition or management of investments and any rebate calculations). Such records shall be kept for as long as the Certificates are outstanding, plus three (3) years after the later of the final maturity date of the Certificates or the final maturity date of any obligations or series of obligations issued to refund directly or indirectly all or a portion of the Certificates.

7.10. *Permitted Changes; Opinion of Bond Counsel.* The Yield restrictions contained in paragraph 5.2 hereof or any other restriction or covenant contained herein need not be observed or may be changed if such nonobservance or change will not result

in the loss of any exemption for the purpose of federal income taxation to which interest on the Certificates is otherwise entitled and the District receives an opinion of Bond Counsel to such effect. Unless the District otherwise directs, such opinion shall be in such form and contain such disclosures and disclaimers as may be required so that such opinion will not be treated as a covered opinion or a state or local bond opinion for purposes of Treasury Department regulations governing practice before the Internal Revenue Service (Circular 230) 31 C.F.R. pt. 10.

7.11. Successors and Assigns. The terms, provisions, covenants and conditions of this Section shall bind and inure to the benefit of the respective successors and assigns of the Board and the District.

7.12. Expectations. The Board has reviewed the facts, estimates and circumstances in existence on the date of issuance of the Certificates. Such facts, estimates and circumstances, together with the expectations of the District as to future events, are set forth in summary form in this Section. Such facts and estimates are true and are not incomplete in any material respect. On the basis of the facts and estimates contained herein, the District has adopted the expectations contained herein. On the basis of such facts, estimates, circumstances and expectations, it is not expected that Sale Proceeds, investment earnings thereon or any other moneys or property will be used in a manner that will cause the Certificates to be arbitrage bonds within the meaning of the Rebate Provisions and the Regulations. Such expectations are reasonable and there are no other facts, estimates and circumstances that would materially change such expectations.

The District also agrees and covenants with the purchasers and holders of the Certificates from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Certificates and affects the tax-exempt status of the Certificates.

The Board hereby authorizes the officials of the District responsible for issuing the Certificates, the same being the Chairman, Secretary and Treasurer of the Board, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Certificates to be arbitrage bonds and to assure that the interest on the Certificates will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Certificates and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess

arbitrage profits relating to the Certificates; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 16. List of Certificateholders. The Certificate Registrar shall maintain a list of the names and addresses of the holders of all Certificates and upon any transfer shall add the name and address of the new Certificateholder and eliminate the name and address of the transferor Certificateholder.

Section 17. Duties of Certificate Registrar. If requested by the Certificate Registrar, the Chairman and Secretary are authorized to execute the Certificate Registrar's standard form of agreement between the District and the Certificate Registrar with respect to the obligations and duties of the Certificate Registrar hereunder which may include the following:

- (a) to act as certificate registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Certificateholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Certificates as provided herein;
- (d) to cancel and/or destroy Certificates which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Certificates cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Certificates paid, Certificates outstanding and payments made with respect to interest on the Certificates.

Section 18. Record-Keeping Policy and Post-Issuance Compliance Matters. It is necessary and in the best interest of the District to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the Bonds and other debt obligations of the District, the interest on which is excludable from

“gross income” for federal income tax purposes (including the Bonds, the “*Tax-Exempt Obligations*”). Further, it is necessary and in the best interest of the District that (i) the Board adopt policies with respect to record-keeping and (ii) the Compliance Officer (as hereinafter defined) shall at least annually review the District’s Contracts (as hereinafter defined) to determine whether the Tax-Exempt Obligations comply with the federal tax requirements applicable to each issue of the Tax-Exempt Obligations.

(a) *Compliance Officer Is Responsible for Records.* The Chief Financial Officer of the District (the “*Compliance Officer*”) is hereby designated as the keeper of all records of the District with respect to each issue of the Tax-Exempt Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

(b) *Closing Transcripts.* For each issue of Tax-Exempt Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Tax-Exempt Obligations, including without limitation (i) the proceedings of the District authorizing the Tax-Exempt Obligations, (ii) any offering document with respect to the offer and sale of the Tax-Exempt Obligations, (iii) any legal opinions with respect to the Tax-Exempt Obligations delivered by any lawyers, and (iv) all written representations of any person delivered in connection with the issuance and initial sale of the Tax-Exempt Obligations.

(c) *Arbitrage Rebate Liability.* The Compliance Officer shall review the agreements of the District with respect to each issue of Tax-Exempt Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the U.S. Treasury, and setting forth any applicable exemptions that each issue of Tax-Exempt Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board.

(d) *Recommended Records.* The Compliance Officer shall review the records related to each issue of Tax-Exempt Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax-Exempt Obligations. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax-Exempt Obligations is entitled to be excluded from “gross income” for federal income tax purposes. Notwithstanding any other policy of the District, such retained records shall be kept for as long as the Tax-Exempt Obligations relating to such records (and any obligations issued to refund the Tax-Exempt Obligations) are outstanding, plus three years, and shall at least include:

(i) complete copies of the bond transcripts delivered when any issue of Tax-Exempt Obligations is initially issued and sold;

(ii) copies of account statements showing the disbursements of all bond proceeds for their intended purposes;

(iii) copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Tax-Exempt Obligations has been held;

(iv) copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any issue of Tax-Exempt Obligations, including any swaps, swaptions, or other financial derivatives entered into in order to establish that such instruments were purchased at *fair market value*;

(v) copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;

(vi) any calculations of liability for *arbitrage rebate* that is or may become due with respect to any issue of Tax-Exempt Obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and

(vii) copies of all contracts and agreements of the District, including any leases (the "*Contracts*"), with respect to the use of any property owned by the District and acquired or financed with the proceeds of the Tax-Exempt Obligations, any part of which property is used by a private person at any time when such Tax-Exempt Obligations are or have been outstanding.

(e) *IRS Examination.* In the event the IRS commences an examination of any issue of Tax-Exempt Obligations, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination.

(f) *Annual Review.* The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Tax-Exempt Obligations then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans. The Compliance Officer is expressly authorized, without further official action of the Board, to hire outside, independent professional counsel to assist in such review. To the extent that any violations or potential violations of federal tax requirements are discovered incidental to such review, the Compliance Officer may make recommendations or take such actions as the Compliance Officer shall reasonably deem necessary to assure the timely correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations, or the Tax Exempt

Bonds Voluntary Closing Agreement Program described in Treasury Notice 2009-31 or similar program instituted by the IRS.

(g) *Training.* The Compliance Officer shall undertake to maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds (and build America bonds and tax credit bonds to the extent the District has outstanding build America bonds or tax-credit bonds) so that such officer may fulfill the duties described in this Section. The Compliance Officer may consult with counsel, attend conferences and presentations of trade groups, read materials posted on various web sites, including the web site of the Tax-Exempt Bond function of the IRS, and use other means to maintain such knowledge. Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with outside counsel, consultants and experts to assist him or her in exercising his or her duties hereunder. The Compliance Officer will endeavor to make sure that the District's staff is aware of the need for continuing compliance. The Compliance Officer will provide copies of this Resolution and the Tax Exemption Certificate and Agreement or other applicable tax documents for each series of Tax-Exempt Obligations then currently outstanding (the "*Tax Agreements*") to staff members who may be responsible for taking actions described in such documents. The Compliance Officer will review this Resolution and each of the Tax Agreements periodically to determine if there are portions that need further explanation and, if so, will attempt to obtain such explanation from counsel or from other experts, consultants or staff.

(h) *Amendment and Waiver.* The District may amend this Section and any provision of this Section may be waived, without the consent of the holders of any Tax-Exempt Obligations and as authorized by passage of a resolution by the Board.

Section 19. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 20. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 15, 2012.

Chairman, Board of Trustees

Secretary, Board of Trustees

EXHIBIT 1

WORK CONTRACTS

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Dorothy Beck, Sonia Berg, Evelyn Phillips, David Emerick, Jr., Donna Frye, John McCooley and Jerry Lack and the following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, which was done.

Other business not pertinent to the adoption of said Resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF ROCK ISLAND)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois (the “Board”), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 15th day of November, 2012, insofar as the same relates to the adoption of a resolution entitled:

RESOLUTION of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of building, altering, repairing, equipping and improving District buildings, including, but not limited to, building and equipping a new Health Sciences facility at the Quad Cities Campus and a new Agricultural Sciences facility at the East Campus and improving the sites thereof, and authorizing and providing for the issue of \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2012, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 15th day of November, 2012.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF ROCK ISLAND)

FILING CERTIFICATE

We, the undersigned, do hereby certify that we are the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois (the “*District*”) and Treasurer who receives the taxes of the District, respectively, and as such officials we do hereby certify that on the 15th day of November, 2012, there was filed in our respective offices and has been deposited in the official files and our respective records a duly certified copy of a resolution, duly adopted by the Board of Trustees of said Community College District on the 15th day of November, 2012, entitled:

RESOLUTION of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of building, altering, repairing, equipping and improving District buildings, including, but not limited to, building and equipping a new Health Sciences facility at the Quad Cities Campus and a new Agricultural Sciences facility at the East Campus and improving the sites thereof, and authorizing and providing for the issue of \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2012, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates.

together with any Work Contracts identified by the adoption of said resolution and attached thereto as *Exhibit 1*, and that the same has been deposited in, and all as appears from, the official files and records of our respective offices.

IN WITNESS WHEREOF, I hereunto affix our official signatures, this 15th day of
November, 2012.

Secretary, Board of Trustees

Treasurer, Board of Trustees

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

REPORT:

Listed below is a summary of Accounts Payable activity that has been processed for payment. The listing dated October 31 represents bills totaling \$1,755,674.14. 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 October is also requested.

	October 1-31 for Ratification (Accts. Payable)	October 1-31 for Ratification (Payroll)
Education, Operations & Maintenance, and Auxiliary Funds	\$860,668.62	1,918,737.59
Restricted Purposes	184,287.99	221,717.68
Restricted Operations & Maintenance	710,717.53	0.00
Bond & Interest	0.00	0.00
	<u>\$1,755,674.14</u>	<u>\$2,140,455.27</u>

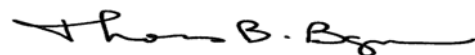
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies bills totaling \$1,755,674.14 and payroll expenditures of \$2,140,455.27 for the month of October 2012.

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 10/1/2012 to 10/31/2012

EDUCATION, OPERATIONS & MAINTENANCE, AND AUXILIARY FUNDS

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0002809	10/5/2012	Mid American Energy	\$ 37,873.11	Utilities
!0002813	10/5/2012	élan	57,642.26	Various PCARD purchases
!0002827	10/12/2012	Office Max	7,520.01	Office supplies
!0002838	10/19/2012	Command Business Systems, Inc.	6,177.44	July - September printing
!0002839	10/19/2012	Ellucian Support, Inc.	12,692.00	HR, Finance Self Service Maintenance
!0002843	10/19/2012	Hartford Life RPS	25,039.37	Employee 403B contributions, life insurance and
!0002857	10/26/2012	Johnson Controls	7,101.51	2nd Qtr FY13 Service agreement, Q3 chiller repair
!0002860	10/26/2012	Mid American Energy	24,906.94	Utilities
00316094	10/5/2012	Postmaster	15,000.00	Bulk mail account deposit
00316126	10/5/2012	University of Illinois	11,573.23	FY13 Library database subscription
00316238	10/12/2012	One Step, Inc.	5,046.72	August 2012 printing
00316333	10/19/2012	Quad Cities Chamber of Commerce	7,500.00	1st & 2nd Qtr FY13 Campaign investment
00316505	10/26/2012	Jaeger-Holland, Inc.	5,300.00	Arsenal Acedemy ISO audit training
00316615	10/26/2012	Symantec Corporation	7,605.00	Security software
00316657	10/26/2012	Kuang L. Sung	12,064.46	IWNC rent - November 2012

RESTRICTED PURPOSES

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0002817	10/5/2012	élan	\$ 13,448.37	Various PCARD purchases
R0067650	10/5/2012	A T & T	6,610.61	Utilities
R0067665	10/5/2012	Hewlett Packard Company	6,430.38	Sept. 2012 through Aug 2013 Service Agreement
R0067666	10/5/2012	Illinois Public Risk Fund	18,889.00	October Workers Comp and admin fee
R0067718	10/19/2012	Cleaveland Insurance	7,817.00	12/13 Treasurers bond
R0067720	10/19/2012	Competitive Edge Software, Inc	5,150.00	Incident reporting system license, setup, & training
R0067770	10/26/2012	Wipfli LLP	33,000.00	FY12 Audit

RESTRICTED OPERATIONS & MAINTENANCE

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
00003650	10/26/2012	BLDD Architects	\$ 10,561.41	PHS Projects - QC HVAC upgrades, Student Life renovation study, EC fire alarm replacement
00003651	10/26/2012	Bush Construction Company	73,799.28	PHS Projects - QC Student Services addition
00003653	10/26/2012	Valley Construction	9,819.00	PHS Projects - EC Sanitary sewer
32000418	10/12/2012	D. Joseph Construction Company	22,496.00	2010 Bond Project - EC Science Lab remodel
32000420	10/12/2012	Ellucian Support, Inc.	20,864.72	2010 Bond Project - Banner expansion
32000423	10/19/2012	Treiber Construction Company, Inc.	63,589.16	2010 Bond Project - District parking repairs
32000424	10/26/2012	BLDD Architects	10,826.64	2010 Bond Project - EC Science Lab, QC Student Services addition
32000425	10/26/2012	Bush Construction Company	475,521.81	2010 Bond Project - QC Student Services addition

**BLACK HAWK COLLEGE
BOARD REPORT**

**RATIFICATION OF EXPENDITURES
FOR PREFERRED VENDORS
OCTOBER 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 October 2012 consist of items totaling \$28,985.03. 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	-	-	5,425.20	-	\$ 5,425.20
ADVANCED ENVIRONMENTAL DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
ALLSTEEL, INC. MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
AVI SYSTEMS MINNEAPOLIS, MN	3/1/11 - 2/28/14	-	-	-	-	\$ -
CDW-GOVERNMENT, INC VERNON HILLS, IL	9/1/11 - 8/31/14	4,298.43	-	-	-	\$ 4,298.43
CLEAVELAND INSURANCE ROCK ISLAND, IL	11/10/11 - 6/30/14	-	-	7,817.00	-	\$ 7,817.00
DCS COMPUTERS DAVENPORT, IA	9/1/11 - 8/31/14	-	-	-	-	\$ -
EN POINTE TECHNOLOGIES LOS ANGELES, CA	9/1/11 - 8/31/14	-	-	-	-	\$ -
HENRICKSEN & CO, INC. ITASCA, IL	5/1/11 - 4/30/14	-	-	-	-	\$ -
HON INDUSTRIES MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
IA/IL TAYLOR INSULATION, INC DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
IBM PITTSBURGH, PA	9/1/11 - 8/31/14	-	-	-	-	\$ -
IOWA ILLINOIS OFFICE SOLUTIONS DAVENPORT, IA	5/1/11 - 4/30/14	983.81	-	-	-	\$ 983.81
PAPPAS, O'CONNOR & FILDES, P.C. ROCK ISLAND, IL	9/18/08 - ONGOING	-	-	7,391.20	-	\$ 7,391.20
PRATT AUDIO & VISUAL CEDAR RAPIDS, IA	3/1/11 - 2/28/14	-	-	-	-	\$ -
SENTINEL TECHNOLOGIES DOWNER'S GROVE, IL	9/1/11 - 9/30/14	-	-	-	-	\$ -
THE NATIONAL BANK BETTENDORF, IA	6/26/08 - 12/31/13	-	-	470.64	-	\$ 470.64
TRI CITY ELECTRIC DAVENPORT, IA	9/1/11 - 8/31/14	-	-	2,598.75	-	\$ 2,598.75
TICOMIX LOVES PARK, IL	9/1/11 - 8/31/14	-	-	-	-	\$ -
Totals		\$ 5,282.24	\$ -	\$ 23,702.79	\$ -	\$ 28,985.03

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for preferred vendors for the month of October 2012 in the amount of \$28,985.03 for purchases made in accordance with previously approved preferred vendor guidelines.

SINGLE & SOLE SOURCE AND CO-OP VENDORS:

Purchases for the month of October 2012 consist of items totaling \$0. A breakdown of those expenditures follows:

Single & Sole Source Vendor Name	Total Purchases
N/A	-
Totals	\$ -

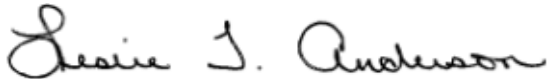
Co-op Vendor Name	Total Purchases
N/A	-
Totals	\$ -

Grand Total	\$ -
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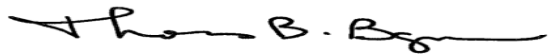
RECOMMENDATION:

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 October 2012 in the amount of \$0 for purchases made in accordance with published procedures.

REVIEWED & SUBMITTED BY:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

FOR BOARD POLICY CONSIDERATION

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8416
November 15, 2012

Amendment of Board Policy 4.55 Investment of College Funds Amendment

REPORT: Board Policy 4.55, Investment of College Funds, provides parameters for the investment of all College funds in accordance with State statute and the requirements of the Board of Trustees. Current language does not include reference to the use of out-of-district financial institutions and changing market conditions, as well as changing needs, have required the College to identify additional investment options.

Therefore, the complete amended Board Policy 4.55 shall read as follows:

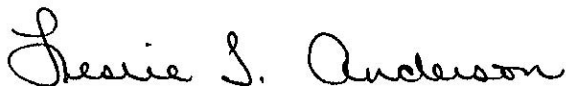
The Treasurer shall serve as chief investment officer of the College and has the authority to determine the base mix of investments for liquidity, safety, yield, diversification, and marketability. The Treasurer, or designee, is responsible for maintaining adequate cash balances to pay current obligations and for determining when funds are temporarily available for investment to accrue interest to the College. When it has been determined that funds are available for investment, the following criteria must be met:

1. The various forms of investment will be reviewed to determine the highest yield.
2. In-district, FDIC insured financial institutions shall be designated as depositories and be given priority with regard to the opportunity to provide investment options.
3. *Out-of-district, FDIC insured financial institutions may be utilized when in-district institutions are unavailable or when the rate of return to the College would exceed that offered by in-district institutions.*
4. Financial institutions utilized must collateralize all deposits in excess of FDIC limits to 100% of market value and collateral held by a third-party custodian.
5. Using prudence as a guiding principle, all College deposits and investments shall be fully protected from risk of loss and comply with all applicable statutes and regulations.
6. The Treasurer, or designee, shall have no real or perceived conflict of interest with any financial institution the College is currently using or may utilize in the future.

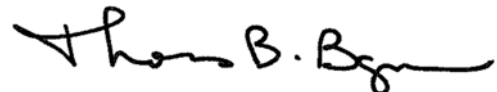
RECOMMENDATION:

It is the recommendation of the President and Vice President for Finance that the Board adopts Board Policy 4.55, Investment of College Funds, as amended above.

Prepared by:



Leslie T. Anderson
Vice President for Finance



Dr. Thomas Baynum
President

FOR BOARD POLICY CONSIDERATION

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8417
November 15, 2012

APPROVAL TO PROCEED WITH SCHEMATIC DESIGN AND BID SPECIFICATIONS FOR
STUDENT LIFE OFFICE RENOVATION

REPORT: The College has identified the need to move the student life offices from their current location in Building 4 to the second floor of Building 4 to an area that is currently being used for storage. The renovated area will include offices for the Coordinator of Student Engagement and Student Activities Specialist, two conference rooms with audio visual equipment that can be used by the Student Government Association, student clubs as well as students and storage for the SGA and student clubs. The Chieftain, the student newspaper will also move from the first floor into the renovated area.

If the Board of Trustees gives its approval to proceed with schematic design and bid documents, BLDD will begin working with the Vice-President for Administration and the Coordinator of Student Engagement to identify members of the SGA, student clubs and the Chieftain to form a planning committee that will work with the architects during the schematic design process. The project will be advertised for bid in early March. The apparent low bidder will be brought to the April Board meeting for approval to award contract with construction scheduled to start upon completion of the spring semester.

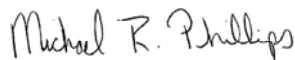
The table below outlines estimated construction costs, A&E fees and additional costs which include reimbursable expense, furniture, and IT, telecom and security needs.

Estimated Construction Cost	\$216,075
Contingency 5%	\$10,804
Total Construction Cost	\$226,879
A&E Fee	\$25,500
Reimbursable Expense	\$1,700
IT, Telecom, Security	\$45,000
Furnishings	\$49,432
Total Additional Cost	\$121,632
Total Project Cost	348,511

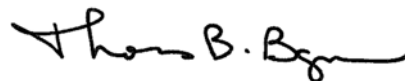
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves proceeding with schematic design and bid specifications for the student life office renovation for a total estimated project cost of \$348,511 to be funded by existing fund balance in Auxiliary Funds.

Reviewed and Prepared by:



Michael Phillips
Vice President for Administration



Thomas B. Baynum
President

Black Hawk College
SGA/ Student Life Relocation
Building 4, Quad Cities Campus, Moline, Illinois
Capital Application Forms

Prepared by BLDD Architects, Inc.

November 1, 2012

Programmatic Justification

The purpose of this project is to consolidate the College's Student Government and Student Life programs. The renovation will provide dedicated spaces for student clubs and organizations to meet as there are currently no locations on campus that serve this function. Storage and offices spaces will be included to better serve the students' needs.

The project will be funded with \$348,511 in existing auxiliary funds.

Scope of Work

The project will remodel the existing back of kitchen area on the second floor of Building 4 on Black Hawk College's Quad Cities Campus in Moline, Illinois. Three conference rooms will be built to allow for student group meetings. These conference rooms will share a dedicated storage room. The Student Life area will have two private offices along with open office space, reception and storage. The project will include new IT work as well as new furnishings.

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Black Hawk College, District #503
 Contact Person Mr. Michael Phillips Phone # 309-796-5012
 Project Title Building 4 SGA/ Student Life Relocation on Quad Cities Campus
 Project Budget \$ 348,511 () check • here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc and disclose on funding attachment 2 Date November 1, 2012

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and III.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Attachment #1 Project Budget

Check One:

- G New Construction**
- G Remodeling**

Project Name Building 4 SGA/ Student Life Relocation on Quad Cities Campus

	<u>New Construction</u>	<u>Remodeling</u>
		N/A
		N/A
		\$81,529
		\$51,300
		\$55,100
		\$17,857
		\$21,093
		\$25,500
		\$96,132
		\$348,511

Protection, Health, and Safety Project Name _____

	<u>Budget Amounts</u>

Project Costs	
Contingency	
A/E Professional Fees	
Total	

Attachment #2 Funding Source

District/College Name Black Hawk College, District #503

Project Name Building 4 SGA/ Student Life Relocation on Quad Cities Campus

Check the source(s) of funds:

Available fund balance Fund name (s): existing fund balance from auxiliary funds
(Including excess funds from previously approved protection, health, and safety projects)

Bond Proceeds _____ Type of bond issuance (s): _____
(including protection, health, and safety bonds)

Protection, Health, and Safety Tax Levy _____ Tax rate/fiscal year: _____
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a Financial Institution _____ Term of Lending Arrangements in months: _____
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

ADA _____
Access for All Funding _____ Proposed Fiscal Year Source(s): _____

Square Footage Summary

District/College Name Black Hawk College, District #503

Project Name Building 4 SGA/ Student Life Relocation on Quad Cities Campus

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

	<u>Net Assignable Square Feet</u>		
	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	N/A	N/A	N/A
Laboratories	N/A	N/A	N/A
Offices	139	1447	1447
Study	N/A	N/A	N/A
Special Use	N/A	N/A	N/A
Support	324	250	250
Other (existing back of kitchen space)	1242	N/A	N/A
Total NASF	1,750	1697	1697
Total Gross Square Feet (GSF)	1,906	1983	1983
Efficiency (NASF / GSF)*	89	%	85
	%	%	%

*Minimum acceptable efficiency is 70 percent.

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8418
November 15, 2012

AWARD OF CONTRACT FOR EAST CAMPUS AUTOMOTIVE SHOP HVAC UPGRADES

REPORT: The existing automotive shop is equipped with an outdated vehicle exhaust system that no longer meets the needs of the space. There are several areas where large vehicles are parked as part of the classroom curriculum that do not have adequate means for vehicle exhaust. This does not meet the code requirements of the International Mechanical code and presents an exhaust fume hazard to occupants. The system requires replacement with a new vehicle exhaust system that meets present day codes and the needs of the curriculum and students.

The automotive shop is currently heated by two HVAC units; these units do not provide cooling in the summer. During the late spring and summer months the vehicle bay temperature increases to levels that do not provide a safe or productive learning environment. A major contributing factor is the lack of air movement in the space during extremely hot periods. Four large ceiling mounted fans will be installed to increase air movement and provide a level of conditioning to the space.

Specifications were drawn up by BLDD and KJWW and a bid process was completed in accordance with College procedures and Illinois law. Advertisements for Requests for Proposal were placed in the Moline Dispatch, Kewanee Star Courier, and Peoria Journal Star as stated by the Black Hawk College Board of Trustees policy. The College received bids from the following contractors:

Contractor	Base Bid
Mechanical Services Inc. Galesburg, IL	\$136,100
Crawford Co. Rock Island, IL	\$162,800
Climate Engineers Eldridge, IA	\$179,800
Johnson Contracting Co. East Moline, IL	\$182,250

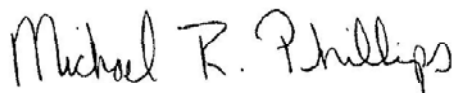
The estimated construction costs for this project was \$100,000 with a ten percent contingency of \$10,000. Bids came in well over estimated budget. In order to complete this project we will need to utilize \$39,710 of excess Protection, Health and Safety funds to supplement the FY-12 Protection Health and Safety funds that were levied.

Total Project Cost	
Construction	\$136,100
Contingency	\$13,600
A&E	\$10,000
Reimbursable expense	\$1,400
Total Cost	\$161,110

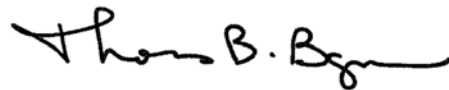
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract to Mechanical Services Incorporated in the amount of \$136,100 with a ten percent contingency of \$13,610 for a total construction cost of \$149, 710, with \$110,000 to come from the 2012 Protection Health and Safety tax levy and \$39,710 to come from excess Protection, Health and Safety funds.

Reviewed and Prepared by:



Michael Phillips
Vice President for Administration



Thomas B. Baynum
President

2012 Protection, Health & Safety Projects

Black Hawk College
Galva, Illinois

Amended Application for Project VII
November 1, 2012

TABLE OF CONTENTS

Project Descriptions and Estimates

ICCB Project Application Forms

Project VII Amended Application

East Campus Automotive Shop HVAC Upgrades

Project VII - East Campus Automotive Shop HVAC Upgrades

Programmatic Justification Narrative

BLDD Architects and KJWW Engineering met with Black Hawk College representatives to review the conditions of the HVAC system serving Automotive Shop in Building C on East Campus.

The actual bid differed from the originally estimated amount. This amended application reflects this change.

Scope of Work Narrative

The existing automotive shop is equipped with an outdated vehicle exhaust system that no longer meets the needs of the space. There are several areas where large vehicles are parked, as part of the classroom curriculum, that do not have adequate means for vehicle exhaust. This does not meet the code requirements of the International Mechanical Code and presents an exhaust fume hazard to the occupants. The system requires replacement with a new vehicle exhaust system that meets the present day codes and needs of the occupants and curriculum.

The automotive shop currently has two HVAC units that provide heating in the winter, but do not provide cooling in the summer. During spring and summer months, the vehicle bay temperatures increase to levels that do not provide a safe or productive learning environment. A major contributing factor is the lack of air movement in the space during extremely hot periods. To increase the air movement and provide a level of conditioning to the space, large ceiling mounted fans will be installed in the space.

Project VII Total

Total Construction Costs	\$100,000
Total Contingency	\$10,000
Total Architectural/ Engineering Fees	\$10,000
Reimbursable Expenses	\$1,400
Project VII Total	\$121,400

On November 1st, 2012 the East Campus Automotive Shop HVAC Upgrade project was bid. The construction costs based on the lowest bid was \$136,100. The construction contingency will be 10% or \$13,610. The revised costs below reflect these changes.

Project VII Total

<i>Total Construction Costs</i>	<i>\$136,100</i>
<i>Total Contingency</i>	<i>\$13,610</i>
<i>Total Architectural/ Engineering Fees</i>	<i>\$10,000</i>
<i>Reimbursable Expenses</i>	<i>\$1,400</i>

Project VII Total ***\$161,110***

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Black Hawk College District #503
 Contact Person Mr. Michael Phillips Phone # 309-796-5012
 Project Title Project VII - East Campus Automotive Shop HVAC Upgrades
 Project Budget \$ 161,110 () check • here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc and disclose on funding attachment 2 Date November 1, 2012

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and III.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes? Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) Upgrade to existing building system

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Attachment #2 Funding Source

District/College Name Black Hawk College

Project Name Project VII - East Campus Automotive Shop HVAC Upgrades

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

Fund name (s): \$39,710 from excess
Protection, Health and
Safety funds

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

\$121,400 from 2012
Protection, Health and
Safety Tax Levy
\$.05 Tax rate/fiscal year: _____

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

ADA
Access for All Funding

_____ Proposed Fiscal Year Source(s): _____

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

BLDD Architects, Inc.
5183 Utica Ridge Road
Davenport, Iowa 52807

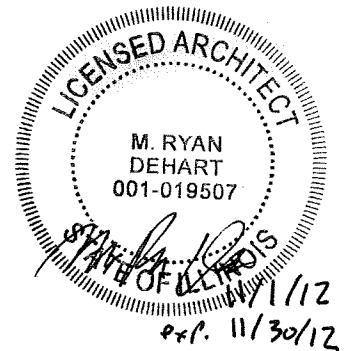
I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.


Architect/Engineer's Signature

11/1/12
Date

001.019507
Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	X _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	X _____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8419
November 15, 2012

APPROVAL TO PROCEED WITH PROGRAM CONFIRMATION AND
CONCEPTUAL DESIGN SERVICES FOR THE HEALTH SCIENCES CENTER

REPORT: The College has identified the need to construct a building that will be used specifically for health sciences. Existing classrooms and laboratories do not offer adequate space for hands on training, maneuverability of equipment and the storage necessary for future growth in the curriculum. The program areas to be included in the discussion are Physical Therapist Assistant, Emergency Medical Services, Medical Assisting, Nursing Assistant, Practical Nursing, Associate Degree Nursing, Veterinary Assistant (proposed new), Dental Hygiene (proposed new), and Dental Assisting (proposed new).

In order to more clearly define the project scope before implementing a full design the College has asked to have the project organized in two distinct phases. The College is requesting approval to move forward with the first phase of project development which would be program confirmation and conceptual design.

Phase One services include;

Program Confirmation: three focus group sessions with faculty, dean and administration to discuss specific space and equipment needs to support programmatic needs. Prioritize and adjust space needs and development of individual space diagrams and adjacency diagrams. Two Steering Committee meetings with dean and administration to confirm prioritize and adjust space needs as necessary.

Conceptual Design: DKA will develop three planning options to respond to programmatic needs. These options will include; site plans, floor plans and massing diagrams. User group and steering committee review to identify pros and cons for each planning option and option choice. DKA will develop consensus planning option which will include site plan, floor plans, exterior renderings and mechanical, electrical, plumbing, fire protection and information technology narrative. The final deliverable will include program statement, conceptual plan and cost estimate and will be submitted for approval at the December 2012 Board meeting.

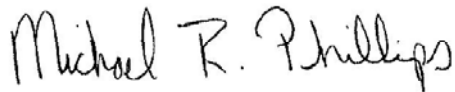
Phase I Costs:

Program Confirmation and Conceptual Design:	\$56,000
Reimbursable expense:	<u>\$4,000</u>
Total Cost:	\$60,000

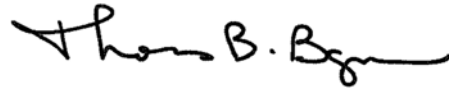
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves proceeding with program confirmation and conceptual design for the Health Science Center in the amount \$56,000 and reimbursable costs of \$4,000 for a total cost of \$60,000. The design work will be paid for by local funds.

Reviewed and Prepared by:



Michael Phillips
Vice President for Administration



Thomas B. Baynum
President



HEALTH SCIENCES BUILDING OVERVIEW

November 1, 2012

Prepared by:

Betsey Morthland, Dean of Health Sciences

and

Dr. Bettie Truitt, Vice President for Instruction

Black Hawk College Health Sciences Overview

Introduction

Black Hawk College has long served the residents and businesses of Community College District 503 with a steady stream of well qualified allied health and nursing graduates. The College has historically fostered relationships with industry leaders to conduct community needs assessments and to develop programs of study commensurate with those needs. Many of our current program offerings were first developed at the request of local hospitals, clinics, laboratories, and physicians.

As area healthcare institutions prepare for the full implementation of the Affordable Care Act in 2014, most sectors of the healthcare industry are expected to experience strong job growth. Consequently, institutions of higher learning are also experiencing robust student enrollments, long wait lists, and numerous inquiries for health-related programs. Yet, institutions like Black Hawk are bound by the constraints of our own physical space, human resources, and inadequate funding streams.

If we are to fulfill our core mission and vision statements, Black Hawk College must position itself to meet the challenge to train more students in health-related programs as efficiently and cost-effectively as possible, while recognizing that our current physical space and human resources will allow us to do little more than preserve the status quo. The college must expand its physical space and renovate its existing buildings to accommodate new students, as well as the faculty and equipment necessary to educate those students.

Description

The purpose of this project is to justify the construction of a health sciences building adequate to house existing and future allied health and nursing programs of study. The proposed facility will support those programs with space for classrooms, clinical laboratories, faculty offices, a convenient care dental center, meeting rooms, common areas, and building support areas.

Justification

Black Hawk College currently offers nine, college credit health science related programs of study. Those programs include: Physical Therapist Assistant, Emergency Medical Services, Health Information Management, Medical Assisting, Massage Therapy and Bodyworks, Health and Physical Education, Nursing Assistant, Practical Nursing, and Associate Degree in Nursing. The programs are funded through a combination of student tuition and state apportionment. Apportionment rates are set at \$58.91 for fiscal year 2013, of which the college receives approximately 60%. Health sciences programs are also supported by Perkins funding opportunities.

Health sciences students typically spend 4-6 hours per day in educational activities that require their attendance on site. This includes clinical skills instruction, collaborative learning activities, anatomy laboratories, and clinical simulation activities. When most of the original BHC facilities were built for health programs, medical simulation and the use of standardized patients were in their early development, but have since proven their efficacy and expanded to become essential components of most health science programs. Collaborative team-based learning has also become an integral component of these programs.

The current space in buildings 1, 2, and 3 was designed to accommodate a different model of health sciences education including traditional lectures and biomedical science laboratories. The biomedical science labs of the past have since evolved into simulation, computer based instruction, problem based learning, and collaborative learning exercises. Greater emphasis on clinical skills development prior to entering patient care environments and new accreditation standards have resulted in the need to enhance our current educational facilities. Further, program enrollments exceed our physical space and challenge our ability to support student learning.

Each health science program of study is reviewed below with current descriptions of the program, career outlook, competition, strengths, weaknesses, and opportunities for growth.

Existing Black Hawk College Allied Health and Nursing Programs of Study that require newer and larger spaces to better support student learning-PTA, EMS, CNA, PN, ADN, HIM, MA

Physical Therapist Assistant (PTA)

Job description. Physical Therapist Assistants work under the direction of physical therapists, treating patients who are recovering from injuries, illnesses, and surgeries to regain range of motion and manage pain. PTAs are primarily employed in hospitals, extended care and nursing home facilities and in private practices.

Career outlook.

- Median pay for 2010: \$18.13 per hour
- Number of jobs: 114,400 nationwide
- Projected job growth through 2018: 45% (Bureau of Labor Statistics, 2012)
- Projected PTA jobs in the District including Scott (Occupational Data) in 2018: 62

Competition.

- College of DuPage (141 miles from BHC)

- Elgin Community College (132 miles)
- Illinois Central College (102 miles)
- Kankakee Community College (168 miles)
- Kaskaskia College (268 miles)
- Lake Land College (232 miles)
- Morton College (164 miles)
- Oakton Community College (163 miles)
- Southern Illinois University (336 miles)
- Southwestern Illinois College (260 miles) (IPTA, 2012)

Our program. The AAS degree in PTA program has been in existence since 1992. The successful student is eligible to sit for the national board examination pursuant to the Illinois Physical Therapy Act.

The program currently has two full time faculty members, Larry Gillund (Program Director) and Dianne Abels, and two adjunct faculty members. All are licensed physical therapists and are well respected members of the Quad City healthcare community. The program maintains an Advisory Board consisting of physical therapy professionals from the community.

The program has a dedicated classroom/lab that is only utilized two days per week on Tuesday and Thursday, with most classes meeting during daytime hours. The program draws on courses taught by other disciplines including: Biology, English, Psychology, Speech, Math, and Computer Science.

Since its inception the PTA program has served more than 900 students.

- The program admits 24 new students once per year in the fall semester.
- In 2011, the program had more than 200 applicants for the 24 spots.
- Applications were received from all over the Midwest, with many applicants already possessing baccalaureate or master's degrees.
- The Commission on Accreditation in Physical Therapy Education (CAPTE) mandates a set student to faculty ratio as 12:1.
- The state also mandates dedicated laboratory space for this program and a minimum square footage requirement for the lab/classroom of 1500 square feet. The current room (3-101) is 1494 square feet. The program director indicates that square footage requirements are expected to increase.
- Student retention rates have been at 96% for both 2010 and 2011. National examination pass rates have also been at 96% for the same years.

Program strengths.

- There are very few PTA programs in the state of Illinois. The closest competitor is 100 miles away, near Peoria. This program is in high demand.
- The majority of the programs are in large, urban areas, with few serving smaller metropolitan and rural areas.
- The College has several strong community partners with whom we work for internship/clinical hour opportunities.
- The program has had robust student enrollments since its start. The program's headcount was 339 in 2010, and 358 in FY 2011.
- Credit hours in 2010 were 964, and 1022 in 2011 (BHC Curriculum Review, 2012)
- Cost. The College offers this 72 credit hour program at a cost of approximately \$12,000 including fees and books. State apportionment is high at \$58 per credit hour.
- The current revenue to cost ratio is 1.29 and has been trending up for the past three years (BHC Curriculum Review, 2012).

Program weaknesses.

- The PTA program is limited by classroom/laboratory space. It is not uncommon to see equipment stored in the hallway and to see students working in the hallway.
- The program is also limited to its current student enrollment unless we add additional faculty members.

Opportunities for growth. The current classroom/laboratory is only utilized two days per week. However, the square footage of the current space is challenging and requires storage of equipment in the hallways.

Emergency Medical Services (EMS)

Job description. The EMS program prepares individuals to function in the pre-hospital role as critical care providers. Successful completion of the program qualifies the student to sit for the Illinois Department of Public Health examination. The state license is required for employment.

Career outlook.

- Median pay in 2010: \$14.60 per hour
- Number of jobs: 226,500 nationwide
- Projected job growth through 2018: 33% (Bureau of Labor Statistics, 2012)
- Projected EMS jobs in the District including Scott (Occupational Data) in 2018: 233

Competition.

- College of Lake County (176 miles from BHC)
- Elgin Community College (132 miles)
- Harper College (178 miles)
- Illinois Central College (101 miles)
- Joliet Junior College (131 miles)
- Moraine Valley Community College (162 miles)
- Oakton Community College (163 miles)
- South Suburban College (175 miles)
- Southwestern Illinois College (260 miles)
- Vista Health System, Lake Co. (176 miles)
- Waubensee Community College (130 miles) ([http://www.allemtraining.com/illinois-
emt-training.php](http://www.allemtraining.com/illinois-emt-training.php), 2012)

Our program. The EMS AAS degree is a 70 credit hour program. We have also offered a 50 credit hour certificate in EMT-Paramedic since 1992. Both programs are offered in cooperation with Illini Hospital, Silvis, IL.

The program currently has one full time director/faculty member, Karen Wilson, who began with BHC in the fall of 2011. Prior to Professor Wilson's employment, the EMS program had a series of personnel changes and experienced some upheaval. Ms. Wilson has been a tremendous asset to the program and has worked hard to stabilize the program and grow it.

The program is also staffed by several adjunct faculty, as well as Illini Hospital employees. Dr. Gallup is the program's medical director. Trinity College discontinued their program in 2010.

The program is advised by a board consisting of several area EMS professionals from hospitals and fire departments. The program hosted a re-accreditation visit in October of 2012.

In addition to the EMS courses, the program also draws upon coursework from the following disciplines: Biology, Psychology, English, Speech, and Anthropology.

- The program's headcount has remained relatively static in the period of 2009-2011, with 177, 178, and 176, respectively.
- The program's credit hour comparison has shown a three year decline in the period of 2009-2011, with hours of 1188, 1151, 895, respectively.
- The program's revenue to cost ratio was 2.51 in 2011 (BHC Curriculum Review, 2012).

Program strengths.

- Lack of competition. Our program is the only program service the BHC District area and is the only program for 100 miles.
- Revenue generator. As a healthcare program, the EMS area received higher state apportionment amounts. The program currently boasts robust revenue to cost ratio.
- Community partnerships. We have a well-established relationship with Genesis health system and local EMS professionals.
- Robust enrollments. In response to large class sections, we added new sections of the coursework for fall 2012.
- Quality instruction. Karen Wilson came to BHC with several years of experience as an EMS program director.

Program weaknesses.

- Program is still recovering from previous challenges.
- Available classroom and laboratory space. Several classrooms are shared with the nursing area which makes scheduling difficult.

Opportunities for growth. Despite some challenges for our EMS program in the past several years, Professor Wilson has worked very hard to stabilize the program and grow it. The program is now well positioned to expand and receive re-accreditation. The program is limited by space and quality laboratory facilities, as well as by a single full time faculty member.

Basic Nurse Assistant Training Program (CNA)

Job description. Nursing assistants help provide basic care for patients in hospitals and residents of long term care facilities.

Career outlook.

- Median pay for 2010: \$11.54 per hour
- Number of jobs in 2010: 1, 550,000 nationwide
- Projected job growth through 2018: 20%
- Projected CNA jobs in the District including Scott (Occupational Data) in 2018: 2,462

Competition.

- Scott Community College, Davenport, IA Cost ~ \$700 (due to different state requirements).
- Midwest Technical Institute, Moline, IL Cost ~\$5000.

Our program. The CNA program is an 8 credit hour program that meets the state of Illinois program guidelines that lead to eligibility for the Nurse Assistant Certification exam. The program is offered at both the QC and East campuses (dual enrollment with area high schools), as well as at Rock Island High School as dual enrollment. Classes run from 8:30-3 Monday through Friday. The program's coordinator is Cheryl Ballantyne, RN. The program recently hired another full time faculty member to teach at the CEC. The program is not eligible for federal financial aid. The tuition cost is \$1000.

- The program's headcount from 2009-2011 was 108, 171, and 191 respectively (QC Campus only available).
- The program's credit hour comparison for 2009-2011 was 864, 1368, 1528 respectively
- The program's revenue to cost ratio for 2009-2011 was 2.66, 2.59, 3.22 respectively (BHC Curriculum Review, 2012)
- The program is primarily housed in 3-313 (869 sq ft) and 3-101 (1493 sq ft) at the QC Campus.

Program strengths.

- Robust enrollments of 80 students per year despite lack of financial aid and adequate classroom space.
- Very good revenue to cost ratio history.
- This is an excellent feeder program to the health sciences at this institution, as well as to other institutions that are now requiring nursing students to obtain a CNA prior to program admission.
- Placement rates are high as the numbers of available CNA positions are very good.

Program weaknesses.

- Program is currently under a Corrective Action Plan with the state of Illinois for the Rock Island High School dual enrollment site. The site currently has a mean score test pass rate of 74.22. The state would like to see the mean score at 80%.
- This is an entry level health career, with few requirements for admission. Therefore, the students vary tremendously in ability. Some of our program sites have poor retention and lower testing outcomes.
- The program on the QC Campus does not have dedicated room space, but has to struggle to find rooms at the times they are needed from 8:30-3. This necessitates the use of different rooms on different days of the week.
- Clinical sites are few and far between.

Opportunities for growth.

- The program can be re-packaged as a certificate program of 17 credit hours and (270 or more clock hours) to receive financial aid. The certificate could then serve as a bridge to either Practical Nursing or Associate Degree in nursing.
- This program needs dedicated classroom space with the appropriate equipment for instruction. With its own classroom space, the student would not be shuffled around and could concentrate upon the course material in a familiar environment.
- We need to continue to work on the Perkins Pathway model to use this program as a stepping stone to other health careers including LPN, MA , and HIM coursework.

Practical Nursing (PN)

Job description. Licensed practical nurses are employed in hospitals, nursing homes, physician's offices, clinics, and a number of community agencies.

Career outlook.

- Median pay for 2010: \$19.42 per hour
- Number of jobs in 2010: 752,300 (nationwide)
- Projected job growth through 2018: 22% (Bureau of Labor Statistics, 2012)
- Projected PN jobs in the District including Scott (Occupational Data) in 2018: 1177

Competition.

- Scott Community College, Davenport, IA Cost: \$8166
- Sauk Valley College, Dixon, IL
- Carl Sandburg College, Galesburg, IL

Our program. The practical nursing program has been in existence since August of 1991 and is a 40 credit hour program that is completed in two semesters, following an initial semester of prerequisites. Upon successful completion of the program, the student may be eligible to sit for the NCLEX exam and for subsequent state licensure, based on the current medical practice acts in the state of residency/employment. The program was available in both the Quad Cities and at the East Campus (by distance learning) until recently.

The PN program's coordinator is Kathy Dusthimer. Set to begin full time in August of 2012 are Daniel Garcia, Angela Christian, and Jody Lindstrom.

In early 2012, the PN program was placed on probation with the state of Illinois for a failure to maintain NCLEX pass rates of greater than 75%. The probation period is two years (minimum) or until pass rates are maintained at 75% or higher for a period of two consecutive years. The nursing department developed a remediation plan for the PN program that was submitted to Dean Rivera in March of 2012. The key points of the plan included:

- Discontinuing classes at the East Campus
- Hiring of full time faculty to replace adjuncts
- Program rigor
- Improved testing preparation and the addition of pre and post program standardized testing.

The following additional data was obtained from the BHC Curriculum Review (2012):

- Headcount for 2009-2011: 481, 577, 402 respectively.
- Credit hour comparison for 2009-2011: 1585, 2627, 1960 respectively
- Revenue to cost ratio for 2009-2011: 1.48, 1.65, 1.40 respectively
- The program has been primarily housed in 2-115, which is a distance learning room. This space, however, will not be necessary should the East Campus offering remain discontinued. The current clinical site for the program is Hammond Henry Hospital in Geneseo, IL.

Program strengths.

- Robust interest in the program.
- The career outlook for this profession remains strong despite limited employment opportunities outside of long term care.
- Lack of competition. With the exception of Scott Community College, we are the only other college offering an LPN program locally. All other programs are 50 miles or more.
- Tuition cost. Our program is about half the cost of Scott's.
- Recently hired faculty will strengthen the existing program.

Program weaknesses.

- Probation status with the state of Illinois.
- Revenue to cost ratio should be expected to drop with the addition of three new full time faculty members.
- Lower enrollments due to the discontinuation of the East Campus offering.
- Program is taught in a DL classroom and not in a typical nursing lab/classroom.

Opportunities for growth. The state of Illinois' censure of the PN program has forced a thorough evaluation of the PN program and has been positive in the sense that all stakeholders have had an active part in the proposed strategic plan.

The program is under the very capable leadership of Kathy Dusthimer, with the nursing department chair Karen Baber. Both faculty members are motivated to implement the proposed changes to the program, as outline in the strategic plan.

With the addition of three new full time faculty members, the program should shore up its weak areas and be well positioned to grow. All faculty have been briefed on the program's tenuous state and have been tasked with improving the program's learning outcomes. As of October 2012, the third quarter reports showing NCLEX pass rates for the LPN program have increased to 85%.

Moving forward, this program will need to increase its student admissions to remain viable financially. The program should be expected to lose money in the short run. However, the college has demonstrated its commitment to the program as evidenced by the hiring of three new faculty members. Space is a deterrent, however. The program needs its own classrooms, designed for a nursing program.

Associate Degree in Nursing (ADN)

Job description. Registered nurses are employed in hospitals, nursing homes, home health agencies, physician's offices, clinics and community agencies.

Job outlook.

- Median pay for 2010: \$31.10 per hour (nationwide)
- Number of jobs for 2010: 2,737,400
- Projected job growth 2018: 26% (Bureau of Labor Statistics, 2012)
- Projected RN jobs in the District including Scott (Occupational Data) in 2018: 4,556

Competition.

- Eastern Iowa Community College District, Scott and Clinton, IA campuses, AND, tuition \$7848 per year.
- St. Ambrose University, Davenport IA, tuition BSN only, \$475 credit hour
- Trinity College of Nursing, Rock Island, IL ASN and BSN, tuition cost unavailable

Our program. The Nursing Associate Degree (ADN) Program is designed to prepare nurses who, as beginning practitioners, are able to give quality nursing care to clients and function as

members of nursing and health teams. Upon completion of the program, a graduate may be eligible to take the examination for licensure as a registered nurse.

Registered nurses are employed in hospitals, nursing homes, home health agencies, physicians' offices, clinics, and community agencies.

The curriculum for nursing is career-oriented. The program is accredited by the Illinois Department of Finance and Professional Regulation (IDFPR) and the National League for Nursing Accrediting Commission.

The department chair is currently Karen Baber. There are nine full time faculty members in addition. The program is offered during daytime hours only.

The following additional data was obtained from the BHC Curriculum Review (2012):

- Headcount for 2009 to 2011: 725, 709, 716, respectively.
- Credit hour comparison for 2009-2011: 3305, 3068, 3076, respectively.
- Revenue to cost ratio for 2009-2011: 1.06, 1.06, 1.05, respectively (BHC Curriculum Review, 2012)
- The program is primarily housed in 3-310 (642 sq ft), 3-311 (1194 sq ft), and 3-313 (869 sq ft), and at area hospitals.

Program strengths.

- Robust enrollments. This program has a strict application policy. BHC has considerably more interested applicants than we can accommodate.
- Cost. Our program is the most inexpensive ADN program in the area, costing approximately half of the Scott Community College program.

Program weaknesses.

- Low revenue to cost ratio. The nursing program is by far the most expensive program in the health sciences area due in part to the number of faculty members versus the program's enrollment.
- Program is only offered during the daytime hours, thus not reaching working, non-traditional students.
- Lack of classroom space. Two of the primary classroom spaces are smaller than 1000 square feet. A few of the classrooms are also shared with the EMS department, which also uses the rooms at night.

Opportunities for growth. BHC has been approached by Genesis Medical Center, asking us to explore the possibility of offering a BSN degree. While this is being investigated for feasibility, one concern would be the lack of physical space for such an undertaking. The ADN program is at maximum capacity with waiting lists of individuals who have completed pre-requisites but have not been admitted to the program.

With increased classroom and clinical lab space, as well as faculty, this program could be offered during the evening hours, thus doubling the current number of students in the program.

Health Information Management (HIM)

Job description. According to the Bureau of Labor Statistics (2012), the HIM field is one of the 20 fastest growing occupations in the nation. The HIM professional is a medical language specialist who interprets and transcribes dictation by physicians and other health care professionals. These individuals also perform insurance billing and coding duties and are trained in office administration. State licensure is not required. However, graduates are prepared to take certification examinations in Coding, Billing, and Records Management or to continue to a four year institution.

Career outlook.

- Median pay for 2010: \$15.55 per hour
- Number of jobs: 179,500 nationwide
- Projected job growth through 2018: 21% (Bureau of Labor Statistics, 2012)
- HIM jobs in the District in 2011: 689 (BHC, 2012)

Competition.

- Brown Mackie College in Davenport, Iowa offers a healthcare administration AAS and a billing and coding diploma (Brownmackie.edu, 2012).
- Kaplan University in Davenport, Iowa offers an AAS degree in Medical Office Management (Kaplanuniversity.edu, 2012).
- Hamilton Technical College in Davenport, Iowa offers a coding and billing certificate program (Hamiltontechcollege.com, 2012).
- Midwest Technical Institute in Moline, Illinois offers a medical coding certificate.
- Eastern Iowa Community College in Davenport, Iowa offers a Health Information Technology diploma and an AAS degree at its Scott CC campus (EICC.edu, 2012).

The only other programs in the Quad City Area that are comparably accredited are the AAS degrees from Kaplan and Scott. Though the Scott program has a slightly different emphasis,

it is an excellent degree. The other schools advertise diplomas authorized by other accrediting bodies, but not North Central.

Our program. The HIM 64 credit AAS program has been in existence at Black Hawk College since 2003. Prior to that, we offered only coding (beginning in 2001), billing (beginning in 2001) and transcription certificates (beginning in 1999). A graduate of the AAS degree is eligible to sit for various certifications including the American Health Information Management Association's (AHIMA) Certified Coding Associate exam or the Medical Transcription Association's (AMT) Transcription exam. We are not an accredited AHIMA site.

The program currently has one full time employee, Peter Richards, RN, MSN, who is serving as the Program Coordinator. Another full time faculty member, Betsey Morthland, MS CHES, is currently fulfilling an interim appointment as Dean of Health Sciences. The teaching roster is filled out by 3 adjunct faculty members. The program is advised by a board of local health professionals in the area of HIM and office management.

The program offers all coursework save the medical transcription courses, both days and nights. The program also draws on courses from the Biology, Business Education, Communication, and Practical Nursing disciplines.

- The program's headcount has been dramatically trending up since 2009, with 332 in that year, followed by 466 in 2010 and 609 in 2011.
- The program's credit hour comparison shows an upward trend during the same time period, with 1051, 1474, and 1861 from 2009-2011 (BHC Curriculum Review, 2012)
- The program is primarily housed in 1-313 (920 sq ft), 1-314 (176 sq ft) and 1-303 (900 sq ft)
- The revenue to cost ratio was 3.12 in FY 2011, up from 2.79 in 2010.
- Current Fall 2012 enrollments show most day courses full with some waitlisted.

Program Strengths.

- Robust enrollment. In the past few years, additional sections have been offered to serve student demand. The student retention rate is good and our students are completing successful internships at a number of community partners including: Hammond Henry Hospital, Genesis, Trinity, Community Healthcare, AnMed, Rock Island County Health Department, and others.
- Revenue generator. The HIM program has been a moneymaker for BHC. The program qualifies for high state apportionment rates in addition to tuition and has routinely shown revenue to cost ratio of > 2.5. It was this consistent performance that prompted the hiring of Peter Richards in January of 2012.

- **Cost.** The BHC program is the cheapest program in the area at approximately \$7500 tuition, fees, and books for in District tuition. Scott's tuition is \$9184 plus fees and books for a 70 hour AAS (EICCD, 2012). Brown Mackie and Kaplan both charge more than \$30,000 for their programs (Personal communication, 2012).
- **Quality Instruction.** BHC has a highly educated and experienced faculty roster. Betsey Morthland is in the dissertation phase of a doctoral program in Health Sciences, with 15 years of medical office and clinical experience. Peter Richards received a master's degree from Vanderbilt and has 35 years of nursing experience. All part time faculty have certifications in their disciplines and occupational experience.
- **Placement rates.**

The HIM program is primarily housed in Building One, Rooms 303, 313, 314, which are also shared with the BE, CS and ENG areas.

Program weaknesses.

- Lack of AHIMA accreditation
- Limited classroom availability which hinders scheduling and growth.
- Course sections fill quickly, but limited classroom space makes adding sections that serve the students' needs tricky.
- Current full time faculty member has a background in nursing not HIM.

Opportunities for growth. We have been asked by Genesis Health System to develop a health information technology program that would be more "tech heavy" than our existing HIM degree. The Dean of Health Sciences is currently developing this curriculum with input from Genesis. The proposed degree will likely draw on many of the current HIM courses available, as well as several courses from the Computer area. If a needs assessment demonstrates demand for this coursework, the increase in enrollments would necessitate more classroom/lab space available during peak and off peak hours.

Medical Assisting (MA)

Job description. Medical Assistants work under the supervision of a physician, providing medical office administration and clinical duties that include patient intake and care, insurance authorizations, routine diagnostic and recording procedures, pre-examination, and administering medications and first aid. State licensure is not mandated but national certification is desirable.

Career outlook.

- Median pay for 2010: \$13.87 per hour nationwide

- Number of jobs: 527,600 nationwide
- Projected Growth through 2018: 31% (Bureau of Labor Statistics, 2012)
- MA jobs in the College District in 2011: 310 (BHC, 2012)

Competition.

- Brown Mackie College, diploma and AAS, tuition ~\$30,000 (AAS)
- Kaplan University, AAS degree, tuition ~ \$35,000
- Hamilton Technical College, diploma, tuition ~\$22,000
- Midwest Technical Institute, diploma, tuition ~\$32,000

Our program. The most recent iteration of the MA program has been on the allied health roster since August of 2009, after an absence of several years. It is housed within the HIM program. The program, in its current form, is a 30 credit hour certificate program, or as an AAS degree in HIM with the two additional clinical courses as an add-on. The program is offered both days and nights. A graduate of this course can immediately sit for the American Medical Technologist's Registered Medical Assistant examination.

The MA program shares classroom space and faculty with the HIM program. The MA laboratory is room QC 1-314 (176 sq ft), which was formerly a computer lab assistant's office.

- Since the MA certificate's inception, the program has served 140 students.
- The revenue to cost ratio is 3.12 (BHC Curriculum Review, 2012)
- Current Fall 2012 enrollments show most day courses full with some waitlisted.

Program strengths.

- Robust enrollment. Enrollment in the program has been excellent. The day classes for fall are filled, with the spill over going to the night sections and onto waitlists. The program shares course work with the Practical Nursing and Biology departments.
- Revenue Generator. This program qualifies for higher state apportionment, as well as tuition. The program has an outstanding revenue to cost ratio of 3.12
- Cost. We are far and away the best value in the Quad City area for this type of program. Our 30 credit hour certificate costs approximately \$4500 including books and fees.
- Quality Instruction. All instructors for this program have a master's degree or higher in addition to years of service in the industry. The quality of our program is evidenced by the pass rates and scores of our students on the RMA examination. The first graduate of our program who took the exam got 100%!
- Placement rates. Our job placement rates are consistently high at (Huntley).

Program weaknesses.

- Lack of accreditation. ***Our program is currently ineligible for American Association of Medical Assistants (AAMA) accreditation due to our very small clinical laboratory (QC 1-314).***
- Inadequate clinical space. When the program was first developed for re-introduction, the only room available that featured running water and counter space was 1-314, formerly a lab assistant's office. We have made the most of the space, but it is simply unacceptably small to run a program of this size. The space has been made workable because of the glass wall that separates rooms 313 and 314, in essence making the space more of a multi room suite. However, there are concerns for student and faculty safety when needles are used in such cramped conditions. BHC's clinical lab is quite sub-par when compared with those of the other competitor institutions.
- Limited classroom availability which hinders scheduling and growth.
- Course sections fill quickly, but limited classroom space makes adding sections that serve the students' needs tricky. It is feared the program's growth will stagnate.

Opportunities for growth. The MA program has outgrown its current space, and thus its capacity to increase enrollments. We are investigating the possibility of offering the MA program at the CEC in Kewanee to attempt to capture some of the enrollments from that end of the College's District. The CEC has a nursing assistant classroom/lab that is superior to the one we have on the QC Campus. The CEC room sits empty most afternoons and evenings and would be a good space to adapt for the MA program. However, long term, our ability to grow this program is stunted without new, state of the art, space on the QC Campus.

Massage Therapy and Bodywork (MTB)

Job description. Massage Therapists have an understanding and skills in such areas as basic Swedish massage, chair massage, anatomy and physiology, pathology, kinesiology, wellness and stress management. The student is also familiar with various bodywork modalities. The program prepares students to sit for one of two national exams accepted by the state of Illinois for licensure.

Career outlook.

- Median pay for 2010: \$16.78 per hour
- Number of jobs: 153,700 nationwide
- Projected job growth through 2018: 20% (Bureau of Labor Statistics, 2012)
- Projected RN jobs in the District including Scott (Occupational Data) in 2018: 419

Competition.

- Institute of Therapeutic Massage and Wellness, Davenport
- Midwest Technical Institute, Moline
- LaJames International College, East Moline and Davenport
- Capri College, Davenport

Our program. Black Hawk College first introduced a massage therapy program through the Outreach Center in the 2002. This was a non-college credit course. In 2005 the program became authorized for to be a college credit program. The current program is approved by the Illinois Department of Public Health as an approved training program.

The program has one full time coordinator/instructor, Jennifer Johnson. The program employs Dino Hayz as an adjunct. Both instructors are licenses massage therapists.

The program is a 40 credit hour certificate program. It is college credit and eligible for federal and state financial aid. All of the courses in the program are within the Massage discipline. The MTB program has a community Advisory Board and meets with that board once per year.

- Courses are taught in Building 3-102 (15 00 sq ft).
- Clinicals are conducted at the BHC Outreach Center due to lack of space at the QC Campus.
- Headcount from 2009 to 2011: 110, 162, 131, respectively.
- Credit hour comparison from 2009-2011: 712, 855, 642, respectively
- Revenue to cost ratio from 2009-2011, 2.33, 2.49, 2.09, respectively (BHC Curriculum Review, 2012)

Program strengths.

The following is a list of program strengths written by the MTB program's Advisory Board, and is available on WEAVE online.

- Reputation of BHC
- Caring faculty
- Financial aid eligible
- College credit
- Small class size
- Clinical experience
- High pass rates on national exams
- Cost is low
- Excellent revenue to cost ratio

Program weaknesses.

- Low enrollments. Most classes do not reach an enrollment of 10 or better.
- Retention rates below a desirable rate
- Lack of dedicated clinical space is inconvenient for students/faculty/volunteers
- Lack of effective marketing for program growth

Opportunities for growth. The MTB program has been informally on the watch list for more than a year. There are concerns that interest in the program and therefore, enrollments, are waning. Nonetheless, this program has been a good revenue generator and the job outlook is forecasting continued growth. The challenge for our MTB program is to market itself to stand out in the pack of other programs offered in the QC area.

As with many of our allied health and nursing programs, adequate facilities/space is an ongoing concern. The MTB program, since its inception, has had multiple class/clinical locations due to a lack of space in any one building of our college. Furthermore, many of the proprietary schools have new, state of the art facilities with which to draw potential students.

The partnership with the BHC Outreach Center has been less than optimal. Jennifer Johnson reports a number of issues ranging from complaints about massage oil stains on tables, to the need for a program receptionist to lock and unlock doors.

Black Hawk College
New Program Feasibility-Dental Assisting/Dental Hygiene
October 2012

According to Phase 1 of Black Hawk College's curriculum committee process (Overview of Curriculum/Course Development) this program feasibility along with supporting documents for existing programs is part of the research process for creating new programs. Faculty/Dept Chair/Dean input has been gathered through a series of meetings beginning July 2012 and continuing through the current date. Job data is included in this document and a survey is being created to gather appropriate data from area dental offices. Currently, BHC does not have an advisory committee for dental assisting or dental hygiene.

Proposed Programs: Dental Assisting (9 month Certificate Program) and Dental Hygiene (24 month AAS Degree Program)

Black Hawk College Department: Allied Health and HPE

I. Description of the proposed programs:

Dental Assisting: The Dental Assistant Program will prepare students to become professional dental assistants. Learning objectives include preventative dentistry, radiology, pharmacology, anatomy and physiology, patient care and communication, preparing materials for impressions and restorations, and employment strategies. Infection control and program requirements all vetted through OSHA and ADA (American Dental Association) standards.

Anticipated credit hours: 42-48 over Fall/Spring/Summer. General education requirements of approximately 6 hours included. The remainder of the credit hours would be new courses in dental radiography, dental assisting, dental anatomy, dental office procedures, dental clinical, etc. This certificate would be embedded in the curriculum described for the Dental Hygiene AAS.

*Career Outlook (*Regional Data) :* 372 jobs available in the area for 2010, job outlook for 2018 estimates a 24.5% increase to 463. Starting salary \$13.89 hourly.

Dental Hygiene: The Dental Hygiene Program will prepare students to become members of a health team dedicated to helping patients prevent disease and maintain oral health. Learning objectives include administering direct patient care as prescribed by the dentist, removing deposits and stains from the teeth, exposing and developing dental x-ray films, and performing various other preventative and therapeutic services related to oral health care. Program standards to be aligned and accredited by ADA.

Anticipated credit hours: 82-86 over 6 semesters Fall/Spring/Summer. General education requirements of approximately 30 hours included. The remainder of the credit hours would be new courses in preventative dentistry, periodontology, dental hygiene, pathology, pharmacology, dental office management and jurisprudence, oral histology and embryology, etc.

*Career Outlook (*Regional Data) :* 217 jobs available in the area for 2010, job outlook for 2018 estimates a 25.3% increase to 272. Starting salary \$31.98 hourly.

II. Need for the program

Current occupational data as outlined above supports an increase in the number of jobs available for certificate completers and AAS degree graduates. Eastern Iowa Community College Reciprocity agreement data** shows a similar increasing trend of students from BHC's district attending Scott Community College in order to complete the Dental Assisting 9 month certificate program. Also, BHC is in the process of creating/administering a survey to area dental offices to gather appropriate input from this important group of stakeholders.

III. Projected Faculty, Resource Requirements and Funding

FT Faculty/Support staff: BHC anticipates a need for 2 FT faculty positions. Cost of new faculty with benefits at approximately \$70,000x2=\$140,000. Support staff would include an existing FT ASC position as well as a part-time new position. Cost of the new PT position is estimated at 20 hours per week at \$11.25 per hour=\$11,700.

Dental Assisting: Conservative estimates include an initial certificate completion class of 12 students in Spring 2015. Realized tuition/fees/apportionment per student for a 45 hour program is estimated at \$73,089.

Dental Hygiene: Conservative estimates include an initial degree completion class of 12 students in Summer 2016. Realized tuition/fees/apportionment per student for an 84 hour program is estimated at \$122,180.

As with all new health programs, initial start up costs for equipment purchase and materials is high. BHC anticipates a minimum equipment budget of \$500,000 plus approximately 4,000 square feet of dedicated lab space and 1,600 square feet of dedicated classroom space to accommodate both proposed programs.

**Data collected by Occupation List, District plus Scott, including Henry, Mercer, Rock Island, Stark, Scott (2010-2018 Job Outlook and salary data)*

***Tuition dollars sent to SCC FY'03 \$7,293 increased to FY'12 \$24,205*

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8420
November 15, 2012

**AWARD OF CONTRACT FOR PREFERRED VENDOR(S), VHF 2-WAY RADIO EQUIPMENT,
SERVICES AND SUPPORT, EAST CAMPUS**

REPORT: Black Hawk College East Campus Police Department utilizes two-way radios as a means of communicating within the department and with a variety of other area law enforcement, EMS and fire agencies. The ability for the East Campus Police and Facilities Departments to communicate with each other on non-police frequencies is also desired. The East Campus Police Department's current radio equipment is not compliant with the Federal Communication Commission's narrow banding regulations and needs to be replaced.

The Purchasing Department received specifications provided by the East Campus Police and Facilities Departments, and a bidding process was completed in accordance with College procedures and Illinois State law to seek bids for Preferred Vendor(s), VHF 2-Way Radio Equipment, Services and Support, East Campus, RFP 03-13. The RFP sought proposals for the equipment, installation, programming costs, and FCC documentation services needed immediately, as well as labor rates for ongoing repair services, response time guarantees for service calls, spare parts, and complete information about their companies. Advertisements for Requests for Proposals were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy. In addition to the advertisements, bid documents were e-mailed to three (3) potential vendors throughout the area. Only one (1) compliant proposal was received. Pricing for items needed immediately are as follows:

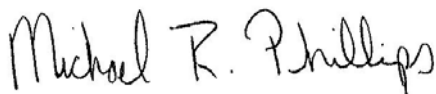
Supreme Radio Communications Inc.	Peoria Heights, IL.	\$29,466.81
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Supreme Radio also met all requirements for the ongoing services requirements.

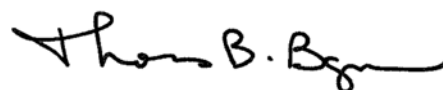
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves award of contract for Preferred Vendor(s), VHF 2-Way Radio Equipment, Services and Support, East Campus, for three years with two one-year renewals at the College's option to Supreme Radio Communications of Peoria Heights, Illinois. Additionally, the College President recommends that the Board of Trustees approves award of contract for items needed immediately to Supreme Radio Communications of Peoria Heights, Illinois in the amount of \$29,466.81, with \$16,700 of funding coming from the 2012 IPRF grant and the remaining balance of \$12,766.81 to be funded by Fund 12.

Reviewed and Prepared by:



Michael Phillips
Vice President for Administration



Thomas Baynum
President

BLACK HAWK COLLEGE BOARD REPORT

Board Report #8421
November 15, 2012

AWARD OF CONTRACT FOR PURCHASE OF COLLEGE-WIDE REPORT WRITING SOFTWARE AND HARDWARE

REPORT: EVisions Argos is a flexible report writing software which utilizes a graphical interface similar to Microsoft Excel or Access. Powerful reports can be written with minimal training without having to learn a programming language such as C, SQL, or COBOL, thus expanding reporting capability to departments. The need for the tool was identified by Finance, Payroll, and HR during the Banner HR project.

Historically, ITS has written Banner reports using programming languages such as C and COBOL. The process involves many hours of labor including research, programming, formatting the report, testing, and client acceptance. Currently, the process averages 15-18 hours for a typical report while highly complex reports can take 100+ hours. Currently, the ITS backlog is 26 reports, with additional reports anticipated for HR/Payroll.

Argos will cut time in the programming and formatting areas and allow end-users to write their own reports as well as ease their ad-hoc reporting needs. With Argos, columns of data can easily be added, deleted, or repositioned, sorting can be added or changed, and this can occur on the fly after a report is written. Over 400 pre-built reports from multiple Banner institutions using Argos are also included. Additionally, Argos is flexible and can be configured to draw data from other systems like SARS, which is used in Advising, allowing additional reporting and comparisons. It is important to note this system is a compliment to the existing data warehouse and addresses real time reporting as well as areas external to the warehouse.

Argos allows the college to take a different, modern, and more proactive approach with information. By allowing department Banner Systems Administrators access to the Argos software, they can begin to write their own reports with a few weeks of training and some minor assistance from ITS. Other functionality would allow departments such as Finance to create dashboards for Administration with key financial indicators, FOIA requests could be handled inside the departments with little ITS involvement, up to date financial reports, electronic report distribution, accelerate production of financial reports for board meetings, as well as additional benefits listed on the attachment.

In purchasing Argos, the college is taking a significant step forward in modernizing reporting, electronic delivery of reports, and driving data down for organizational decision-making. The product will generate multiple internal efficiencies and allow departments such as ITS to redistribute work load in order to focus more on the core mission of the college.

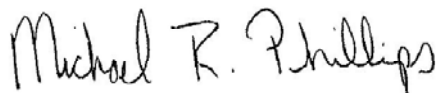
The total cost for the Argos Report Writing Software is \$56,750. EVisions is a sole source provider of the Argos Report Writing Software.

Additionally, there is a need to purchase a more robust server to house the Argos Report Writing Software. Therefore, in addition to the software purchase from EVisions, there will be a hardware purchase of a server from IBM for a total cost of \$6,538.00. IBM is a preferred vendor of Black Hawk College.

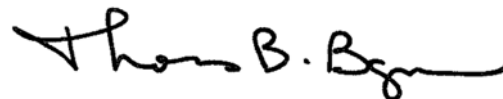
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the Award of Contract to EVisions for the purchase of Argos Report Writing Software at a cost of \$56,750, and to IBM for the required hardware at a cost of \$6,538. The combined cost is \$63,288 with a 10% contingency of \$6,329 for a total cost of \$69,617. Funding to come from the ITS Projects 2010 Bond Fund.

Reviewed and Prepared by:



Michael Phillips
Vice President for Administration



Thomas Baynum
President

BLACK HAWK COLLEGE BOARD REPORT

Board Report #8422
November 15, 2012

Amendment to Board Report #8256 Canvas Learning Management System from Instructure, Inc. Software Licensing Agreement.

REPORT: The total expense for this project was approved by the Board of Trustees at the December 15, 2011 meeting, Board Report #8256. This report clarifies the total cost and funding sources for the project.

Canvas is a Learning Management System (LMS) software package created and supported by Instructure, Inc. LMS is a software application for the management, documentation, tracking, and reporting of e-learning content. With this agreement, the College will have access to a product which contains tools to facilitate course preparation, assessment, multiple forms of communication with students, analytics, customizability, and flexibility to allow instruction to deliver content to students in various modes – all designed with functionality and ease of use for both students and instructors as a primary consideration. Instructure, Inc.'s proposal (associated with RFP 06-12) includes a 3-year contract which grants the College the option of extending the agreement for an additional two years at the College's discretion. This agreement provides that Instructure, Inc. will host the BHC LMS system and data, and relieve the College of the custodial burden of maintaining and supporting the LMS system and data locally. Finally, as the Canvas LMS product is continually updated, the College benefits from having access to the most secure version of the Canvas product. More than 100 of the College's 120 full-time faculty use LMS.

Process

A district-wide Black Hawk College LMS Committee was established to analyze LMS options as the current LMS vendor, Blackboard Corporation, is scheduled to end the current platform and agreement in January, 2013 and the College's agreement with Blackboard expires in July, 2012. Following a thorough analysis, it is the unanimous recommendation of the LMS Committee that BHC enters into an agreement with Instructure, Inc. for the provision of training, migration/conversion support, access, and user support for Canvas LMS. Instructure, Inc. provides its Canvas LMS services directly to the consumer via a hosted system, eliminating the need for a third party vendor to provide hardware and operating system software. Numerous strengths of the Canvas product were emphasized by the Information Technology Services (ITS) professionals and faculty serving on the committee, in particular were exceptional security strengths, disaster recovery protocols, and Instructure, Inc.'s resource allocation to support the College's varying levels of demand. One of the prominent strengths of the Canvas product recognized by the entire committee was its reliability. With Canvas averaging more than 99.9% uptime, and taking advantage of a cloud-based solution, the College should have considerably improved reliability. The faculty noted several different strengths, but the ease of use appears the greatest. It was the considered opinion of the Committee that Canvas will facilitate even more productive e-learning amongst the College's students simply because its interface was found to be cleaner and simpler than any of the other LMS products considered while maintaining a comparable selection of features.

Several members of the LMS Committee attended a state workshop about LMS vendors last June. In addition, several vendors were asked to open demonstration sites, called sandboxes, so that faculty could experiment with vendor tools.

The Committee developed specifications for a Request for Proposal (RFP) in cooperation with the Purchasing Department and a bid process was completed in accordance with College procedures and Illinois law.


Advertisements for requests were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy. Bids were sent to twelve (12) companies and five (5) proposals were received. The LMS Committee reviewed and ranked all five of the proposals with Canvas Instructure, Inc. and Desire2Learn, invited to present on campus. Both of these vendors offer a hosted solution utilizing a cost-structure based on BHC FTE. The other three vendors did not offer the depth of tools required for the College to effectively provide instruction.

VENDOR:	CANVAS	DESIRE2LEARN
Year 1	\$104,953	\$198,511
Year 2	\$104,460	\$141,765
Year 3	\$109,680	\$148,870
Total:	\$319,093	\$489,146

RECOMMENDATION:

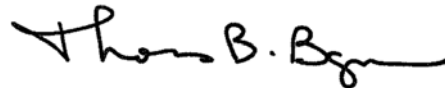
It is the recommendation of the College President that the Board of Trustees approves the Award of Contract to Instructure, Inc. for a three-year software licensing contract for Canvas Learning Management System in the total amount of \$319,093 and a 7% contingency of \$25,000. The first year cost of \$104,953 plus the contingency of \$25,000 will be funded by Restricted Local Funds. The remaining balance of \$214,140 is to be funded from the Technology Fee Fund.

Reviewed and Prepared by:



Michael Phillips

Vice President for Administration



Thomas Baynum

President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8423
November 15, 2012

APPROVAL TO PROCEED WITH OPTION AGREEMENT BETWEEN BLACK HAWK COLLEGE DISTRICT 503
AND THE CITY OF ROCK ISLAND

REPORT: In October 2012 the Board of Trustees approved a motion allowing the College administration to negotiate a property transfer between Black Hawk College District 503 and the City of Rock Island. Negotiations with the City have progressed and an option agreement has been developed and reviewed by the College's attorney.

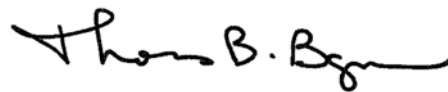
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the property transfer agreement proposal from Black Hawk College District #503 to the City of Rock Island.

Reviewed and Prepared by:



Michael Phillips
Vice President for Administration



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8424
November 15, 2012

**AMENDMENT TO THE CALENDAR OF REGULAR BOARD MEETINGS
FOR JUNE 2012 THROUGH MAY 2013**

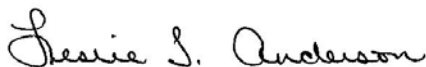
REPORT: At its May 29, 2012 meeting, the Board of Trustees approved its schedule of meetings for June 2012 through May 2013. The board approved meeting schedule indicates the Board's December 2012 meeting is to be held at the Community Education Center in Kewanee, Illinois.

In anticipation of the Board holding a public hearing on the issuance of bonds at its regularly scheduled meeting on December 20, 2012 and in an effort to maximize visibility and access for district taxpayers of Illinois Community College District #503 to the upcoming bond issuance, it is recommended that the Board of Trustees approve a change in location for this meeting to the Quad Cities Campus in Moline, Illinois.

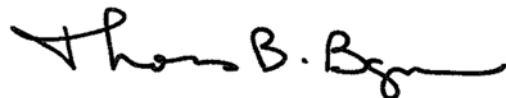
RECOMMENDATION:

It is the recommendation of the College President and Vice President for Finance that the Board of Trustees approves the amendment to the Calendar of Regular Board Meetings for June 2012 through May 2013 to relocate the December 20, 2012 meeting from the Community Education Center, Kewanee, IL to the Quad-Cities Campus, 6600 34th Avenue, Moline. IL.

Reviewed and Prepared by:



Leslie T. Anderson
Vic President for Finance



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8425
November 15, 2012

AWARD OF CONTRACT FOR LIFE, LONG TERM DISABILITY, AND ACCIDENTAL DEATH &
DISMEMBERMENT INSURANCES, DISTRICT WIDE

REPORT: The College's current contract for its package of Life, Long Term Disability, and Accidental Death & Dismemberment insurances through The Hartford Insurance Company expires on November 30, 2012. The College currently pays The Hartford \$8,991 per month, and Hartford proposes an increase of 15% to \$10,336 per month. Cleveland Insurance shopped the insurance markets to seek the most competitive rates available. The following eight (8) companies quoted the entire package:

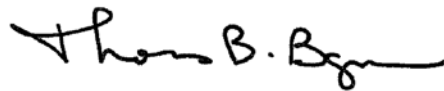
Insurance Carrier	Total Monthly Cost
Lincoln	\$7,587.00
MetLife	\$8,030.00
Dearborn	\$8,903.39
SunLife	\$9,007.00
Standard	\$9,117.00
Principal	\$11,592.00
Assurant	\$13,096.94

Lincoln is guaranteeing this rate for three (3) years. It is also noted that Lincoln proposed an extremely competitive rate for supplemental voluntary life insurance the employees can purchase. The Human Resources Department will roll out this offering to the employees in the first quarter of 2013.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract to Lincoln Financial Group of Fort Wayne, Indiana in the amount of \$7,587 per month for three (3) years.

Reviewed and Prepared by:



Karen Boyd, SPHR
Director of Human Resources

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8426
November 15, 2012

PERSONNEL RECOMMENDATION
BETTIE S. TRUITT - VICE PRESIDENT FOR INSTRUCTION

REPORT:

A national search for a Vice President for Instructional Services has been completed. Recruitment for the position began the first week of July, with advertisements in local newspapers, on www.chronicle.com and on www.higheredjobs.com. There were 37 applicants.

The 15 member search committee reviewed the applicant pool, conducted video-conferenced interviews of three candidates, and forwarded one name to the second-level search committee, which was composed of members of the President's Cabinet. The second-level committee conducted a face-to-face campus interview. The process also included on-campus forums at the Quad Cities and East Campus sites.

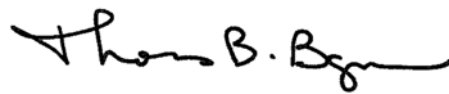
Dr. Truitt earned a Bachelor's of Science degree in Mathematics from Saint Ambrose University, a Master of School Mathematics degree from Iowa State University, and a Ph.D. in Mathematics Education with concentration areas in Statistics, Higher Education, and Policy and Planning. She also has 20 years of full-time teaching experience and over 5 years of senior level management experience at Black Hawk College including Dean of Instruction and Academic Support and her current role of Interim Vice President for Instruction. Some of her career highlights include: a successful IFT, Local 1836, AFL-CIO contract negotiation in 2009 for the 2010-2014 contract, development of the BHC and WIU Engineering Linkages agreement and 8 other Linkage programs with WIU, multiple transfer agreements with St. Ambrose, Bradley, and SIU, the implementation of the BHC Honors Program, recalculation of the Adjunct Faculty Salary scale to make BHC a more favorable choice for adjuncts, creation of the 14 month accelerated degree option, analysis of course loading and efficiency to maximize the schedule, creation of the Master Core Schedule to streamline offerings to better accommodate students' needs, and several new partnership agreements with statewide organizations such as IMSA (Illinois Math and Science Academy).

The Vice President for Instruction serves as the Chief Academic Officer (CAO) of the District and is responsible for development, implementation, and recommendation of policies and procedures relating to the instructional program of the District; direction of current and long-range planning for the instructional division; maintenance of academic organization; and the effective management of instructional resources and technologies.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the appointment of Dr. Bettie Truitt as Vice President for Instructional Services, effective upon Board approval.

Reviewed and Prepared by:



Thomas B. Baynum
President

**INFORMATIONAL REPORT TO THE BLACK HAWK COLLEGE BOARD OF TRUSTEES
CELEBRATION WEEK, SEPTEMBER 24 – 29, 2012**

We received gifts totaling \$9,050 from the following sponsors:

- BLDD (\$5,000)
- Health Alliance (\$1,000)
- Cleveland Insurance (\$1,000)
- Bush Construction (\$1,000)
- Hillebrand Construction (\$250)
- Centennial Contractors (\$250)
- Mid-American Energy (\$250)
- Art-O-Lite Electric (\$200)
- Andrew Noble from Pearson Publishing (\$100)

These gifts made the events of Celebration Week possible. In addition, these contacts and others we made with vendors who supply the College with services and products have opened the door to future contributions to the College.

We spent \$7,650 on goods and services that supported the events. As directed by the Board of Trustees when we began planning Celebration Week, no College or Board funds were expended. We have designated the remaining funds totaling \$1,400 to purchase a display case for College memorabilia.

While many members of the College community contributed a great deal of their time to make Celebration Week a success, we want particularly to acknowledge the good work and tireless energy of Karen Mowers.

Respectfully Submitted by Dorothy Beck and David Emerick

ICCTA MEETING AND CONVENTION SCHEDULE

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

November 9 – 10, 2012	Chicago Marriott Downtown, Chicago, IL
March 8 – 9, 2013	Westin Lombard Yorktown Center, Lombard, IL
Lobby Day 2013	Location and Date to be determined, Springfield, IL

ICCTA ANNUAL CONVENTION:

June 7 – 8, 2013	Sofitel Chicago Water Tower, Downtown Chicago
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ICCTA REGIONAL AND OTHER MEETINGS:

August 2013	Executive Committee Planning Session, TBA
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PRESIDENTS' COUNCIL:

November 9, 2012	Chicago Marriott Downtown, Chicago, IL
Jan 31 - Feb 1, 2013	TBA, Bloomington-Normal, IL
March 8, 2013	Westin Lombard Yorktown Center, Lombard, IL
June 6, 2013	Sofitel Chicago Water Tower, Downtown Chicago

ICCB MEETINGS:

November 2, 2012	Harry L. Crisp II Community College Center, Springfield, IL
December, 2012	Subject to Call
January 25, 2013	Harry L. Crisp II Community College Center, Springfield, IL
March 15, 2013	Oakton Community College, Des Plaines
June 7, 2013	Sofitel Chicago Water Tower, Downtown Chicago
July, 2013	Subject to Call
September 20, 2013	Black Hawk College, Moline
November 15, 2013	Harry L. Crisp II Community College Center, Springfield, IL
December, 2013	Subject to Call

IBHE MEETINGS:

December 4, 2012	Adler School of Professional Psychology, Chicago, IL
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ICCB SAC MEETINGS:

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:

February 11 – 14, 2013	ACCT National Legislative Summit (NLS), Marriott Wardman Park Hotel, Washington, DC
October 2 – 5, 2013	ACCT Annual Leadership Congress, Seattle, WA

OTHER DATES/MEETINGS:

November 14 – 16, 2012	ICCCA Fall Conference, Clock Tower Resort, Rockford, IL
November 16, 2012	ISAC Meeting, Harold Washington College, Chicago, IL
November 27 – 29, 2012	Illinois General Assembly Veto Session, State Capitol, Springfield
December 4 – 6, 2012	Illinois General Assembly Veto Session, State Capitol, Springfield
December 14 – 15, 2012	State Universities Retirement System meetings, Chicago
December 17 – 24, 2012	Filing period for candidates in the April 2013 consolidated election
January 24, 2013	ISAC Meeting, TBA
April 3 – 5, 2013	Professional Admin Assts Conference, Carl Sandburg College, Galesburg, IL
April 5, 2013	ISAC Meeting, TBA
June 21, 2013	ISAC Meeting, TBA
September 20, 2013	ISAC Meeting, TBA
November 13, 2013	ISAC Meeting, TBA