

**AGENDA
OPEN SESSION
Thursday, May 22, 2014**



MISSION STATEMENT

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

BOARD OF TRUSTEES

You are hereby notified of the regular meeting of the Board of Trustees of Community College District #503 on **Thursday, May 22, 2014**. The meeting will be held at 6 p.m. in the **Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 East 3rd Street, Kewanee, Illinois**.

May 15, 2014
Dorothy W. Beck, Secretary

I. CALL TO ORDER

II. ROLL CALL

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

John D. McCooley _____
Douglas L. Strand _____
David L. Emerick, Jr. _____
Daniel C. Hintzke _____

III. PLEDGE OF ALLEGIANCE

IV. MINUTES

- A. Approval of the Minutes of the Regular Meeting of April 17, 2014.
- B. Approval of the Minutes of the Special Meeting of May 1, 2014.
- C. Approval of the Minutes of the Special Meeting of May 5, 2014 at 12:30.
- D. Approval of the Minutes of the Special Meeting of May 5, 2014 at 5 p.m.
- E. Approval of the Minutes of the Special Meeting of May 8, 2014.
- F. Approval of the Minutes of the Special Meeting of May 15, 2014.

Moved by: _____ Seconded by: _____

V. EMPLOYEE / PUBLIC COMMENT

- A. Core Value Reflection- **Caring and Compassion:** *In our interactions with each other, we will strive to be kind, considerate, and empathetic as we work toward our collective and separate goals.*
- B. Faculty Senates

- C. IFT Faculty & Pro Tech Unit
 - D. UAW Support Staff Unit
 - E. IFT Adjunct Faculty Unit
 - F. Student Government Association
-

VI. BOARD REPORTS - CONSENT

- A. Ratification of Expenditures for Period Ending April 30, 2014. BR#8663
- B. Ratification of Expenditures for Preferred Vendors ending April 30, 2014. BR#8664
- C. Approval to Proceed with Professional Services for the Balcony Remodel. BR#8665
- D. Approval to Proceed with Professional Services for a Veterinary Tech Center at the East Campus. BR#8666
- E. Award of Contract for the Renovation of the QC Campus, Building 2, Room 214, Chemistry Lab Prep. BR#8645
- F. Ratification of Repair Services for Centrifugal Chiller, located in Building 1, QC Campus. BR#8646
- G. Award of Contract for the Library Renovation – Shelving End Panels on the Quad-Cities Campus. BR#8647
- H. Approval of Award of Contract for East Campus Well Maintenance. BR#8648
- I. Personnel Recommendation – Faculty.
 - 1. Employment – Child Development Instructor - Jodi Becker. BR#8649
 - 2. Employment – Mathematics Instructor - Jacqueline Chalmers. BR#8650
 - 3. Employment – Psychology Instructor – Sarah Nelson. BR#8651
 - 4. Employment - Reference, Instruction and Electronic Resources Librarian – Ashtin Trimble. BR#8652
 - 5. Employment – Visual Communications Instructor - Kyle Petersen. BR#8653

Moved by: _____ Seconded by: _____

VII. BOARD REPORTS

- A. Proposed FY2015 Budget and Authorization of Public Display, Public Hearing and Publication of Proposed FY2015 Budget. BR#8654
- B. Proposed Calendar of Regular Board Meetings For June 2014 through June 2015. BR#8655
- C. Second Reading of Proposed Performance of Construction Vendors Policy for Board Policy Manual, Section 8.94. BR#8637
- D. First Reading of Proposed Insurance Policy for Board Policy Manual, Section 8.93. BR#8642a

E. Award of Contract for Purchase of General Office Supplies and Equipment. BR#8656

F. Personnel Recommendation

1. Staff Emerita Marsha Albracht. BR# 8657
2. Staff Emerita Marla Andich. BR#8658
3. Staff Emerita Brenda Brown. BR#8659
4. Staff Emeritus Jaime Delevere. BR#8660
5. Staff Emerita Akiko Edmondson. BR#8661
6. Staff Emerita Cathe Hansen. BR#8662
7. Re-consideration of Faculty Emeritus Request for Erskine Carter. BR#8640

Moved by: _____ Seconded by: _____

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President Activities – no report.
- B. Instructional Services - Report by Dr. Bettie Truitt
- C. Student Services – Report by Dr. Bettie Truitt
Financial Aid – report prepared by Joanna Dye.
- D. Finance
 - a. Financial Operations of the College for Period Ending April 30, 2014.
 - b. Merchant Spend P Card Dashboard – April, 2014.
 - c. Accounts Receivable Dashboard – April, 2014.
 - d. Safety Committee Report.
– Reports by Leslie Anderson.
- E. East Campus – Report by Chanda Dowell
- F. Marketing Activities - Report by John Meineke
- G. Administrative Services Report -
 - a. BLDD Progress Report – May – Doug Hoenig
 - b. BHC Construction Timelines – Doug Hoenig
 - c. Construction Projects Manager May 2014 Update – Doug Hoenig
 - d. Swimming Pool Drain System Repair – Doug Hoenig
- H. Human Resources - Positions in Process
– Report by Karen Boyd
- I. Planning and Institutional Effectiveness – Report by Kathy Malcolm
- J. Foundations
 1. Report on EC Foundation – Written by Liz Breedlove
 2. Report on QC Foundation – Written by Rose Mary Boesen
 3. Liaison Reports – Trustees Black and Emerick

IX. BOARD POLICY REVIEW

- A. Sections for Second Review – 6.0 Educational Programs and 7.0 Service to the Student
- B. Sections for First Review – 8.0 Facilities, Safety, and Security and 9.0 Other

X. MISCELLANEOUS

A. Reports

- 1. ICCTA Meeting and Convention Schedule
- 2. Other

B. Board of Trustee Meeting Self-Assessment

XI. CLOSED SESSION

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

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

XII. ADJOURN

Moved by: _____ Seconded by: _____

Dates of Interest

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

May 22, 2014	BOT Meeting, CEC, 6 p.m.
May 30, 2014	Welding Graduation, 4 p.m., STB
June 5, 2014	ALC Ribbon Cutting & Open House, 11:30 a.m.
June 6 & 7, 2014	ICCTA Annual Convention, Springfield, IL
June 10, 2014	FY15 Public Budget Forum, 5:30 – 7, CEC Room 102, Kewanee
June 11, 2014	FY15 Public Budget Forum, 5:30 – 7, STB Room 110
June 12, 2014	GED Graduation, evening, IWireless Center
June 23, 2014	BHC Strategic Plan Meeting, 4 – 8 p.m., Location TBD
June 26, 2014	Highway Construction Career Training Program (HCCTP) Graduation, INWC,
July 18 & 19, 2014	Board Summer Retreat, TBA
July 18, 2014	Welding Graduation
July 21, 2014	BHC Strategic Planning Meeting, 4 – 8 p.m., Location TBD
September 5, 2014	Welding Graduation
October 22 – 25, 2014	ACCT Leadership Congress, Chicago, IL
Fall, 2014	Western Illinois Region ICCTA meeting, TBD

**MINUTES
OPEN SESSION
Thursday, April 17, 2014
BHC Conference Room
Galva, IL**



BOARD OF TRUSTEES

**Note: all informational reports and all Board Reports
cited in these minutes can be found in the April 17, 2014
Board Meeting Packet, available at**

<http://www.bhc.edu/about-us/board-of-trustees/agenda-packets>

I. Call TO ORDER

Chair David Emerick called the meeting to order on Thursday, April 17, 2014 at 6 p.m. in the Conference Room, East Campus, Galva, Illinois.

II. Roll Call

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

Absent: Trustee John D. McCooley, Student Trustee David Edge.

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

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

IV. MINUTES

A. Approval of the Minutes of the Regular Meeting of March 13, 2014.

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

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

ADVISORY VOTE: Student Trustee Edge was absent

NAYS: None

ABSENT: Trustee McCooley

Motion passed.

V. EMPLOYEE/PUBLIC COMMENT

A. Core Value Reflection

The Core Value Reflection example on Appreciation of Diversity was given by Dr. Baynum who discussed the Hispanic Chamber speaker series which Black Hawk helps to sponsor.

B. Faculty Senates

East Campus – Professor John Hartman recounted events on the campus and awards that have been earned by students. Hartman thanked Kathy Malcolm for the Title III mini-grants that allowed for the purchase of the iPads for the classrooms. On behalf of the EC faculty Senate, he thanked all of the retiring staff and faculty.

Quad Cities Campus – Dr. Traci Davis thanked the Board for quickly acting on the Emeritus nominations so that the college can honor people at graduation who are now retiring. The Senate is working on an effective way to evaluate faculty performance.

C. IFT Faculty & Pro Tech Unit

Professor Joan Eastlund gave an update on negotiations between the IFT and the Board Team: Many TA (tentative agreements) have been reached, but at this time, the talks appeared to be stalled. Administration has asked to move from interest-based to traditional bargaining. Professor Eastlund requested the opportunity to address the board in closed session and summarize their position.

Chair Emerick stated that the request had been made to address the BOT in closed session; the trustees agreed. Dr. Baynum asked that members of the Board team not be part of the discussion.

D. UAW - no report

E. IFT Adjunct Faculty – no report

F. Student Government Association / Student Leadership Council – no report

VI. BOARD REPORTS - CONSENT

A. Ratification of Expenditures for Period Ending March 31, 2014. BR#8628

B. Ratification of Expenditures for Preferred Vendors ending March 31, 2014. BR#8629

C. Acceptance of Illinois State Board of Education Growing Agricultural Science Teachers (GAST) Grant FY2014. BR#8630

D. Personnel Recommendation – Faculty

a. Isabel Hansen – Retirement/Resignation. BR#8631

b. Charlet Key – Retirement/Resignation. BR#8632

c. Diana McCabe – Retirement/Resignation. BR#8633

d. Karen Wilson –Resignation. BR#8634

Trustee Beck moved to approve BR# 8628, 8629, 8630, 8631, 8632, 8633, and 8634; Trustee Black seconded.

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

VII. BOARD REPORTS

- A. Presentation of Resolution to Outgoing Student Trustee. BR#8635

Trustee Beck moved to approve BR# 8635; Trustee Strand seconded.

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

- B. Revised Election Process of Student Board Member Quad-City Campus – 2014-2015. BR#8636

There was a brief discussion on the background of this board report. Because no student had run for the position within the original time frame, the process had been moved to allow for the election of a trustee prior to the May Board meeting. After the election is held, the new student trustee will be sworn in at a Special Open Meeting of the Board of Trustees preceding graduation on May 15. The Student Trustee will then participate in the commencement ceremony.

Trustee Beck moved to approve BR# 8636; Trustee Strand seconded.

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

- C. First Reading of Proposed Performance of Construction Vendors Policy for Board Policy Manual, Section 8.94. BR#8637

There was a brief discussion about the need for this new policy. It is a way to hold vendors accountable and It gives the board some backing if they decide not to go with the lowest bidder if there have been problems. No action was taken because it is a first reading of a policy.

- D. Naming of the Dan E. Hoge Auditorium at the East Campus, Galva, Illinois. BR#8638

Trustee Frye moved to approve BR# 8638; Trustee Strand seconded.

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

- E. Pre-Approval to Award RFP for Swimming Pool Drain System Repaired, QC Campus. BR#8639

Trustee Beck moved to approve BR# 8639; Trustee Fox seconded.

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

ADVISORY VOTE: Student Trustee Edge was absent

NAYS: None

ABSENT: Trustee McCooley

Motion passed

- F. a. Personnel Recommendation – Professor Emeritus - Erskine Carter. BR#8640
Trustee Frye asked why this particular recommendation was coming to the Board. President Baynum explained that the recommendation came from Professor Carter's department and was approved by the Quad-City Faculty Senate. The Board Chair indicated his opposition to the recommendation. Trustee Beck noted many valuable contributions to the College over the twenty-seven years of his tenure.

Trustee Beck moved to approve BR# 8640; Trustee Fox seconded.

AYES: Trustee Beck

ABSTAIN: Trustee Fox

NAYS: Trustees Frye, Strand, Black, and Emerick.

ADVISORY VOTE: Student Trustee Edge was absent

ABSENT: Trustee McCooley

Motion was not passed

- b. Personnel Recommendation – Professor Emerita - Isabel Hansen. BR#8641
Trustees noted many specific ways in which Professor Hansen had contributed to student success and to the College.

Trustee Frye moved to approve BR# 8641; Trustee Strand seconded.

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

ADVISORY VOTE: Student Trustee Edge was absent

NAYS: None

ABSENT: Trustee McCooley

Motion passed

- c. Personnel Recommendation – Professor Emerita - Charlet Key. BR#8642
Trustees expressed their admiration for Professor Key who guided the College library through many decades of change.

Trustee Frye moved to approve BR# 8642; Trustee Strand seconded.

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

ADVISORY VOTE: Student Trustee Edge was absent

NAYS: None

ABSENT: Trustee McCooley

Motion passed

- d. Personnel Recommendation – Professor Emeritus – Glenn Saddoris. BR#8643.
The Board noted his positive impact on necessary changes in Building Two. VP Dowell expressed her appreciation for his help on many agriculture faculty hiring committees.

Trustee Beck moved to approve BR# 8663; Trustee Strand seconded.

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

ADVISORY VOTE: Student Trustee Edge was absent

NAYS: None
ABSENT: Trustee McCooley
Motion passed

e. Personnel Recommendation – Staff Emerita – Jolene Roete. BR#8644.
Trustee Frye noted in particular the skills she brought for many years to the successful College for Kids program.

Trustee Frye moved to approve BR# 8644; Trustee Strand seconded.

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

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President Activities - no questions.

B. Instructional Services

Dr. Truitt noted the ground breaking ceremony for the Health Sciences Center and the recent Adjunct Faculty Fair.

C. Student Services

There was a brief discussion about the information in the Career Services report.

D. Finance

VP Anderson discussed the budget forums that are being held in the coming month at various locations and times. BHC is working to create a balanced budget based on an anticipated 10% decrease in enrollment. She noted that BHC is still behind on receiving state money, but the College is expecting to receive all of the money from the State eventually except perhaps for the \$1 million promised in 2009.

E. East Campus

VP Dowell answered a question on the EC well. The primary well is in Building B and there is a secondary well on campus. EC receives no water from the City of Kewanee.

F. Marketing Activities

There were no questions but Trustees commended the department on the awards that they won.

G. Administrative Services - no questions.

H. Human Resources

There was a general discussion about the impact of the SURS pension information. HR is filling positions as fast as possible after they are approved.

I. Planning and Institutional Effectiveness

Dr. Truitt spoke about the HLC conference, the AQIP cycle and how accreditation has changed. The conference was very helpful and packed with information. The Board will receive more information as it becomes available.

J. Foundations

East Campus Foundation – Executive Director Liz Breedlove spoke about the Wall of Fame induction event which raised \$166,000 in cash and pledges for the Dan Hoge scholarship. The E4E committee has worked hard for months to get an outdoor sculpture, the model of which she displayed. She invited Board members to contribute to the E4E fund.

QC Foundation – There was a discussion of the Max Garcia program which was very well received. The Step Up for Students campaign is also underway. .

IX. BOARD POLICY REVIEW

- A. Section 5.0 Personnel Management – Second review – Some of the language appears to be ambiguous. This will be reviewed in July as some of this policy must be rewritten to conform to state law changes.
- B. Section 6 & 7 – There was a discussion about the need to refer to Administration Guidelines to understand this section better. Questions came up on the following:
- a. 6.30 – Academic Standards
 - b. 6.60 – Citizen Advisory Committees
 - c. 7.3 – Student organizations – Comments: BOT does not actually authorize them or keep track of them. To be considered: delete this section and provide an annual list
 - d. 7.42 – Achievement Awards . This category includes tuition waivers given to athletes, ag teams, presidential scholars, and many other course-related student activities. Chair Emerick indicated his interest in the Board's receiving an annual review of the names of recipients of these awards and of the amounts received because they are an expense to the college.
 - e. 7.46 – In-District Tuition for Employees of In-District Employers - The enrollment office has the procedure document for this because applicants have to meet certain criteria. That is tied to state statute.
 - f. 7.48 – Sr. Citizen Tuition Waiver Policy - These are designated for financially needy individuals over 65 years old.
 - g. 7.5 – Maintaining a Record of Student Complaints – Language here should be clarified. These records are a federal requirement.

There was a discussion about the format of the Policy statements, some of which include specific management guidelines and some of which do not.

X. MISCELLANEOUS

1. ICCTA report from Lisle, IL – Trustee Beck provided a written report and indicated her disappointment in the April meeting. Chair Emerick asked the Trustees to let Mrs. Mowers know if they intend to attend any ICCTA events as hotel space in particular is at a premium.

2. There was a discussion about a proposed July Summer Retreat. Chair Emerick proposed July 18 & 19, 2014 as the dates, beginning Friday evening and closing at 3 p.m. on Saturday. Any Board business to be handled in July could be brought in to the Retreat. This will be discussed further in May.

He announced there are also two sessions to be set for strategic planning with the facilitator. They will be set for part one in June and part two in July. One day will be four hours of going through data and the second session will be crafting it.

3. There will be a called meeting for the officers to prepare the Board Budget. It will be an open meeting and any trustee can attend.

4. Trustee Black will revise the self-assessment to include the date and name on the forms.

The Board took a recess at 8:18 p.m. to prepare for Closed Session.

The Board returned to Open Session at 10:26 p.m.

Present: Trustees Beck, Black, Frye, Strand, Fox and Emerick

ABSENT: Trustee McCooley and Student Trustee Edge.

Chair Emerick announced that Board photos will be taken in June after the Student Trustee is installed.

The board meeting adjourned at 10:35 p.m.

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

Dorothy W. Beck, Secretary
Board of Trustees

**MINUTES
OPEN SESSION
Thursday, May 1, 2014
Black Hawk College
Black Hawk Board Room**



BOARD OF TRUSTEES

Note: all informational reports and all Board Reports cited in these minutes can be found in the May 1, 2014 Board Meeting Packet, available at

<http://www.bhc.edu/about-us/board-of-trustees/agenda-packets>

I. Call TO ORDER

Chair David Emerick called the meeting to order on Thursday, May 1, 2014 at 6 p.m. in the Black Hawk Board Room, 6600 34th Avenue, Moline, IL 61265.

II. Roll Call

Present: Trustees Dorothy W. Beck, Donna M. Frye, Douglas L. Strand, Tim A. Black, David L. Emerick

Absent: Trustee John D. McCooley, Kylee L. Fox

Also Present: President Dr. Thomas Baynum, Executive Assistant to the President Karen Mowers; Vice Presidents Chanda Dowell, Leslie Anderson and Bettie Truitt; Ken Nickels, Diane Fall, Tricia Anderson, Mike Meleg, Karen Boyd, and B.J. McCullum.

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

IV. CLOSED SESSION

There was a motion by Trustee Strand to go in to Closed Session; Trustee Frye seconded.

AYES: Trustees Beck, Black, Frye, Strand, and Emerick.

NAYS: None

ABSENT: Trustee McCooley and Fox.

Motion passed.

Adjourned to Closed Session at 6:12 p.m.
Adjourned from Closed Session at 9:02 p.m.

There was a motion by Trustee Strand to go in to Closed Session; Trustee Frye seconded.

AYES: Trustees Beck, Black, Frye, Strand, and Emerick.

NAYS: None

ABSENT: Trustee McCooley and Fox.

Motion passed.

Adjourned to Closed Session at 9:04 p.m.

Adjourned from Closed Session at 9:27 p.m.

There was a motion by Trustee Strand to adjourn the meeting; Trustee Frye seconded.

AYES: Trustees Beck, Black, Frye, Strand, and Emerick.

NAYS: None

ABSENT: Trustee McCooley and Fox.

Motion passed.

The board meeting adjourned at 9:28 p.m.

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

Dorothy W. Beck, Secretary
Board of Trustees

**MINUTES
OPEN SESSION
Monday, May 5, 2014
12:30 PM
Black Hawk Board Room**



BOARD OF TRUSTEES

I. Call TO ORDER

Chair David Emerick called the meeting to order on Monday, May 5, 2014 at 12:32 P. M. in the Black Hawk Board Room in Moline.

II. Roll Call

Present: Trustees Dorothy W. Beck, Donna M. Frye, and David Emerick.
Also present: Vice President for Finance Leslie Anderson.

Ms. Anderson presented a preliminary draft budget of Board Expenses for fiscal Year 2015 of \$35,655, down \$45 from the FY 14 budget.

The trustees present agreed to recommend the following one-time reductions:

- A **\$1040 reduction in Utilities** (the internet and phone reimbursement which Trustees McCooley and Beck do not collect)
- A **\$5,000 reduction in Conference and Meeting Expenses** (particularly Out-of-state travel, as the ACCT Annual meeting this year will be held in Chicago)
- A **\$1,302** reduction in Total Supplies

This recommendation represents a decrease of 17% in the Board Budget for FY 2015.

The meeting adjourned at 1:45 P. M.

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

Dorothy W. Beck, Secretary
Board of Trustees

**MINUTES
SPECIAL BUDGET SESSION
Monday, May 5 2014 5:00 PM
BHC Board Room
Moline, IL**



BOARD OF TRUSTEES

I. Call TO ORDER

Chair David Emerick called the meeting to order on Monday, May 5 at 5:10 PM in the Black Hawk College Board Room.

II. ROLL CALL

Present: Trustees Dorothy W. Beck, Kylee Fox, John McCooley, Douglas Strand, David Emerick

Absent: Trustees Tim Black and Donna Frye (Note: Trustee Black entered at 5:14; Trustee Frye entered at 5:30.)

Also Present: Vice Presidents Chanda Dowell, Leslie Anderson and Bettie Truitt

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

IV. MOTION TO GO INTO CLOSED SESSION

Motion to go into Closed Session by Trustee Fox in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss Employment/ Appointment Matters Negotiating Matters/Salary Schedules [5 ILCS 120/2(C)(1)]: and seconded by Trustee Strand.

AYES: Trustees Fox, McCooley, Strand, Beck and Emerick Blacj

ABSENT: Trustees Black and Frye

NAYS: None

Motion passed.

The open portion of the meeting resumed at 6:26.

V. BUDGET WORKSHOP

Vice President Anderson conducted a workshop on the Fiscal Year 2015 Budget. Challenges to presenting a balanced budget include State budget cuts, declining

enrollments, contract negotiations, and uncertainties surrounding employee retirements. Based on expected enrollments, state funding, fixed charges, utilities, anticipated retirements and other factors, the "Requested Budget" would have created a deficit of nearly three million dollars. Through elimination of several line items entirely and reduction of several others and organizational restructuring, the proposed budget is a balanced budget.

As Ms. Anderson talked the Board through the 80-page budget document, the Board provided input on several specific features. A news release to the media is scheduled to be sent out on May 7th. The budget is scheduled for adoption by the Board in June.

VI. MOTION TO GO INTO CLOSED SESSION

Motion to go into Closed Session by Trustee Frye in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss employment/ Appointment Matters Negotiating Matters/Salary Schedules [5 ILCS 120/2(C)(1)]: and seconded by Trustee Fox.

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

NAYS: None

Motion passed.

VII. ADJOURNMENT

The closed session ended at 9:04. The open meeting concluded immediately after with a motion by Trustee McCooley to Adjourn, seconded by Trustee Beck. Motion passed unanimously at 9:05 PM.

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

Dorothy W. Beck, Secretary
Board of Trustees

MINUTES
Thursday, May 8 6:00 PM 2014
Black Hawk College
Black Hawk Board Room



BOARD OF TRUSTEES

I. Call TO ORDER

Chair David Emerick called the meeting to order on Thursday, May 8, 2014 at 6 p.m. in the Black Hawk Board Room, 6600 34th Avenue, Moline, IL 61265.

II. Roll Call

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

Absent: Trustee John D. McCooley

Also Present: College Attorney Matt Pappas

III. Pledge of Allegiance

IV. Closed Session

Motion to go into Closed Session by Trustee Black in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss Employment/ Appointment Matters Negotiating Matters/Salary Schedules [5 ILCS 120/2(C)(1)]: and seconded by Trustee Frye.

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

NAYS: None

ABSENT: Trustee McCooley.

Motion passed.

Closed Session began at 6:07 p.m.

There was a motion by Trustee Strand to adjourn the closed portion of the meeting at 8:08 p.m.; Trustee Black seconded.

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

NAYS: None

ABSENT: Trustee McCoolley.

Motion passed.

V. Adjourn

There was a motion to adjourn by Trustee Strand; Seconded by Trustee Black.

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

NAYS: None

ABSENT: Trustee McCoolley.

Motion passed.

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

Dorothy W. Beck, Secretary
Board of Trustees

**MINUTES
OPEN SPECIAL SESSION 6:00 PM
May 15, 2014
iWireless Center, 1201 River Drive
Moline, Illinois 61265**



BOARD OF TRUSTEES

I. Call TO ORDER

Chair David Emerick called the meeting to order on Thursday, May 15, 2014 at 6 p.m. in Classroom #1, iWireless Center, 1201 River Drive, Moline, Illinois.

II. Roll Call

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

Absent: None

Also present: Executive Assistant to the President Karen Mowers, Student Trustee Elect Daniel C. Hintzke.

III. Closed Session

Motion to go into Closed Session by Trustee Strand in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss Other Matters Identified by the OMA [5 ILCS 120/2(a)]: and seconded by Trustee Fox.

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

NAYS: None.

ABSENT: None.

Motion passed.

Closed Session began with a roll call at 6:01 p.m.

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

Absent: None

Also Present: Executive Assistant to the President Karen Mowers, Student Trustee Elect Daniel C. Hintzke.

Motion to adjourn Closed Session by Trustee Black: and seconded by Trustee Fox.

AYES: Trustees Beck, Black, Fox, Frye, McCooley. Strand, and Emerick.
NAYS: None.
ABSENT: None.
Motion passed.

Closed Session adjourned at 6:04 p.m. and returned to Open Session.

IV. Oath of Office

The Oath of Office was given to incoming Student Trustee Daniel C. Hintzke.

Motion to reconsider Emeritus recommendation for Erskine Carter by Trustee Frye: and seconded by Trustee Beck.

AYES: Trustees Beck, Black, Fox, Frye, McCooley. Strand, and Emerick.
NAYS: Trustees Strand and Emerick
Student Trustee advisory vote: Trustee Hintzke was Nay
ABSENT: None.
Motion passed.

There was a discussion on this topic with each trustee given an opportunity to express their opinion on moving forward with this reconsideration. As time was getting short to prepare for the commencement ceremony, the discussion was ended.

Trustee Fox made a motion to grant Faculty Emeritus to Erskine Carter; seconded by Trustee Beck.

Trustee Black immediately made a motion to postpone the vote on this motion until the Regularly Scheduled Board Meeting on May 22; seconded by Trustee McCooley.

AYES: Trustees Black, Fox, Frye, McCooley.
NAYS: Trustees Beck, Strand, and Emerick
STUDENT TRUSTEE ADVISORY VOTE: Trustee Hintzke vote was Aye.
ABSENT: None.
Motion passed.

Administrative Assistant Karen Mowers was directed to add this item to the published agenda for May 22.

Motion by Trustee Strand to adjourn; seconded by Trustee Fox.

AYES: Trustee Fox, Frye, McCooley, Strand, Beck, Black, and Emerick
STUDENT TRUSTEE ADVISORY VOTE: Trustee Hintzke vote was Aye.

The meeting adjourned at 6:26 p.m.

**RATIFICATION OF EXPENDITURES
FOR THE PERIOD ENDING
APRIL 30, 2014**

REPORT:

Listed below is a summary of Accounts Payable activity that has been processed for payment. The listing dated April 30 represents bills totaling \$1,306,865.36. Obligations on these bills have been incurred in accordance with Board Policy and where required, bids were obtained.

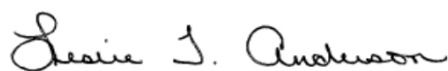
Ratification of payroll expenditures for the month of April is also requested.

	April 1-30 for Ratification (Accts. Payable)	April 1-30 for Ratification (Payroll)
Education, Operations & Maintenance, and Auxiliary Funds	\$771,812.95	\$ 1,942,392.86
Restricted Purposes	171,402.06	207,970.52
Restricted Operations & Maintenance	363,650.35	0.00
Bond & Interest	0.00	0.00
	<u>\$1,306,865.36</u>	<u>\$2,150,363.38</u>

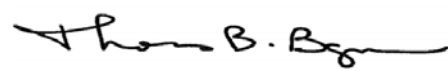
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies bills totaling \$1,306,865.36 and payroll expenditures of \$2,150,363.38 for the month of April 2014.

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 4/1/2014 to 4/30/2014

EDUCATION, OPERATIONS & MAINTENANCE, AND AUXILIARY FUNDS

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0004335	04/11/2014	élan	40,182.66	Various PCARD purchases - Education Fund
!0004400	04/25/2014	American College Testing	5,445.00	Compass testing, Summer 2014
E0007215	04/11/2014	Consociate, Inc.	53,011.27	April health plan services (VEBA flow through)
E0007224	04/11/2014	Guardian Horse Bedding	5,021.00	Horse bedding
E0007229	04/11/2014	Lincoln Financial	7,541.69	March 2014 Life and LTD insurance
E0007230	04/11/2014	Mainview Farms	16,800.00	Bales of hay
E0007237	04/11/2014	Parkland College	8,452.40	Spring 2014 chargeback tuition
E0007246	04/11/2014	The ASL Source	8,160.00	Sign language interpreting services
E0007292	04/18/2014	Amperage	8,028.00	Advertising
E0007308	04/18/2014	Quad Cities Chamber of Commerce	5,750.00	Advertising sponsorship and 2nd Qtr. 2014 membership
E0007354	04/25/2014	Guardian Horse Bedding	5,021.00	Horse bedding
!0004305	04/04/2014	Mid American Energy	14,549.67	Utilities
!0004406	04/25/2014	Mid American Energy	50,996.23	Utilities
O0000686	04/25/2014	Kuang L. Sung	12,903.73	WorkNet Center rent - May 2014
!0004340	04/11/2014	élan	17,127.16	Various PCARD purchases - Auxiliary Fund

RESTRICTED PURPOSES, LPS, AND AUDIT FUNDS

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0004361	04/11/2014	élan	35,375.16	Various PCARD purchases - Restricted Fund
R0069386	04/11/2014	Tuition Genetics	5,333.00	Consulting for Pre Vet curriculum
R0069443	04/25/2014	Edmentum	8,000.00	Academic library license
R0069449	04/25/2014	Jumer's Casino & Hotel	7,990.63	2014 Wall of Fame banquet - EC Foundation flow through
80000203	04/04/2014	Pappas Davidson O'Connor & Fildes, P.C.	7,311.00	February 2014 legal services
80000212	04/25/2014	Travelers	8,520.00	Builders risk insurance for Health Sciences Facility construction

RESTRICTED OPERATIONS & MAINTENANCE

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
00003795	04/04/2014	BLDD Architects	61,495.85	PHS - Q1/Q4/Outreach elevator, EC bldg A HVAC, Q1 curtain wall, IT relocation, Veterinary Technician Center
00003797	04/04/2014	Swanson Construction Company	37,018.39	PHS - Q1 and Q2 elevator modernization
00003799	04/18/2014	Mechanical Service, Inc.	23,949.01	PHS - EC Bldg A & auto shop HVAC, EC IT and CEC cooling upgrades, arena yard hydrant
00003800	04/25/2014	CPI of the Midwest, Inc.	6,037.20	Local Projects - IT relocation
00003802	04/25/2014	Mechanical Service, Inc.	7,172.50	PHS - EC Arena HVAC upgrades
00003803	04/25/2014	Ruyle Mechanical Services, Inc.	142,748.00	PHS - EC fire alarm upgrade
32000612	04/04/2014	BLDD Architects	11,610.13	2010 Bond Project - QC Library renovation
32000613	04/18/2014	CPI of the Midwest, Inc.	52,344.92	2010 Bond Project - District restroom remodel
33000023	04/04/2014	BLDD Architects	17,282.50	2012 Bond Project - East Campus ring road

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8664
May 22, 2014

**RATIFICATION OF EXPENDITURES
FOR PREFERRED VENDORS
APRIL 2014**

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 April 2014 consist of items totaling \$34,499.84. 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	-	-	-	-	\$ -
ADVANCED ENVIRONMENTAL DAVENPORT, IA	5/1/10 - 4/30/14	-	-	-	-	\$ -
ALLSTEEL, INC. MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
CDW-GOVERNMENT, INC. VERNON HILLS, IL	9/1/11 - 8/31/14	529.54	-	-	-	\$ 529.54
ARTHUR J. GALLAGHER & COMPANY ROCK ISLAND, IL	11/10/11 - 6/30/14	-	-	-	-	\$ -
DCS COMPUTERS DAVENPORT, IA	9/1/11 - 8/31/14	-	-	-	-	\$ -
EN POINTE TECHNOLOGIES LOS ANGELES, CA	9/1/11 - 8/31/14	-	-	-	-	\$ -
FIDLAR PRINTING DAVENPORT, IA	8/16/12 - 8/15/14	-	-	-	-	\$ -
HENRICKSEN & CO, INC. ITASCA, IL	5/1/11 - 4/30/14	-	-	-	-	\$ -
AMPERAGE DAVENPORT, IA	10/18/12 - 10/17/14	-	-	9,073.00	-	\$ 9,073.00
HON INDUSTRIES MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
IA/IL TAYLOR INSULATION, INC. DAVENPORT, IA	5/1/10 - 4/30/14	-	-	-	-	\$ -
IBM PITTSBURGH, PA	9/1/11 - 8/31/14	-	-	-	-	\$ -
IOWA ILLINOIS OFFICE SOLUTIONS DAVENPORT, IA	5/1/11 - 4/30/14	1,970.54	-	-	-	\$ 1,970.54
MAQUOKETA WEB PRINTING MAQUOKETA, IA	8/16/12 - 8/15/14	-	-	4,437.10	-	\$ 4,437.10
ONE-STEP DAVENPORT, IA	8/16/12 - 8/15/14	-	-	4,394.79	-	\$ 4,394.79
PAPPAS, DAVIDSON, O'CONNOR & FILDES, P.C. ROCK ISLAND, IL	9/18/08 - ONGOING	-	-	10,062.00	-	\$ 10,062.00
PINNEY PRINTING CLINTON, IA	8/16/12 - 8/15/14	-	-	82.87	-	\$ 82.87
PRINTER'S MARK ROCK ISLAND, IL	8/16/12 - 8/15/14	-	-	132.00	-	\$ 132.00
QUAD CITY PRESS MOLINE, IL	8/16/12 - 8/15/14	-	-	-	-	\$ -

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
SUPREME RADIO COMMUNICATIONS PEORIA HEIGHTS, IL	11/1/12 - 10/31/15	-	-	-	-	\$ -
SENTINEL TECHNOLOGIES DOWNER'S GROVE, IL	9/1/11 - 9/30/14	-	-	-	-	\$ -
TRI CITY ELECTRIC DAVENPORT, IA	9/1/11 - 8/31/14	-	950.00	700.00	-	\$ 1,650.00
TICOMIX LOVES PARK, IL	9/1/11 - 8/31/14	348.00	-	1,820.00	-	\$ 2,168.00
Totals		\$ 2,848.08	\$ 950.00	\$ 30,701.76	\$ -	\$ 34,499.84

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for preferred vendors for the month of April 2014 in the amount of \$34,499.84 for purchases made in accordance with previously approved preferred vendor guidelines.

SINGLE & SOLE SOURCE AND CO-OP VENDORS:

Purchases for the month of April 2014 consist of items totaling \$0. A breakdown of those expenditures follows:

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

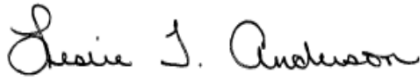
Co-op Vendor Name	Total Purchases
N/A	\$ -
Totals	\$ -

Grand Total	\$ -
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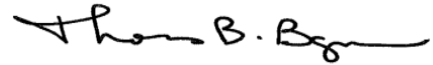
RECOMMENDATION:

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 April 2014 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

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8665
May 22, 2014

**Approval to Proceed with Professional Services for the QC Campus, Building 1,
Balcony Remodel**

REPORT: The 2013 Black Hawk College Facilities Master Plan identifies the need to renovate the East end of the Building 1 Balcony after the IT Department moves to their new Building 3 location in the Summer of 2014. The Capital Committee discussed this concept and decided to move the HR Department up to the balcony in accordance with the Facilities Master Plan. The Capital Committee also discussed maintaining Planning and Institutional Effectiveness (PIE) offices on the balcony, since their new location in the Facilities Master Plan is currently occupied by the Marketing Department. The Capital Committee established a target budget of \$400,000 for the remodeling of approximately 3,000 square feet of space on the East end of the Building 1 Balcony.

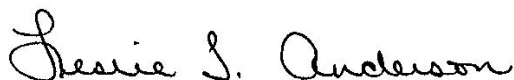
The College would like BLDD Architects to proceed with programming, design development, preparing bid documents, and administering the bidding and construction phases of the project for a total professional fee of \$40,000. The professional fees break down as follows:

Programming	\$1,600
Schematic Design Phase	\$8,000
Design Development Phase	\$8,000
Technology Design	\$4,000
Construction Documents Phase	\$8,000
Bidding Phase	\$1,600
Construction Phase	\$6,400
Reimbursables	<u>\$2,400</u>
Total	\$40,000

RECOMMENDATION:

It is the recommendation of the Vice President for Finance that the Board of Trustees approves BLDD Architects for professional services totaling \$40,000 for the QC Campus, Building 1, Balcony Remodel. These services will be funded by Local Projects.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8666
May 22, 2014

**Approval to Proceed with Professional Services for a
Veterinary Technician Center at the East Campus**

REPORT:

The 2013 Black Hawk College Facilities Master Plan identifies the need for a new Veterinary Technician Center on the East Campus. In preparation for a future bond issuance, a feasibility study was requested by the Capital Committee. The feasibility study was conducted by BLDD Architects, working with the College administration, and the Veterinary Technician Program Advisory Committee. The feasibility study took place between December 2013 and May 2014. The results of the feasibility study showed the need for a 19,464 square foot facility, and an approximate project budget of \$6,514,197 to construct the new Veterinary Technician Center. The project budget breakdown is as follows:

Construction	\$4,873,875
Contingency	\$499,572
A/E Fees & Reimbursables	\$450,750
<u>Furniture & Equipment</u>	<u>\$690,000</u>
Total Project Budget	\$6,514,197

Additionally, the land needed for this project is currently owned by the East Campus Foundation. A property transaction will have to occur before construction could proceed on this project.

The \$450,750 budgeted for A/E fees will be broken down into two phases. The College would like BLDD Architects to proceed with Phase 1 Professional Services: which includes schematic design, design development, and preparing construction documents for a professional fee of \$335,602. Phase 2 services: which include administering the bidding and construction phases of this project will be ordered after the next bond issuance. The professional fees break down as follows:

Phase 1 Professional Services

Schematic Design Phase	\$105,000
Design Development Phase	\$105,000
Construction Documents Phase	\$105,000
<u>Reimbursables</u>	<u>\$20,602</u>
Total	\$335,602

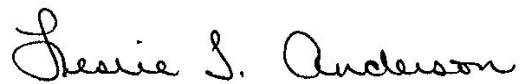
Phase 2 Professional Services

Bidding Phase	\$21,000
Construction Phase	\$84,000
<u>Reimbursables</u>	<u>\$10,148</u>
Total	\$115,148

RECOMMENDATION:

It is the recommendation of the Vice President for Finance that the Board of Trustees approves BLDD Architects for Phase 1 Professional Services totaling \$335,602 to design the new East Campus Veterinary Technician Center. The Phase 1 services will be funded initially by Surplus Operating Funds. The Surplus Operating Funds will be reimbursed for these services by the future bond issuance.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

PROJECT BUDGET SUMMARY

Vet Tech Building at East Campus

5/7/2014

		\$/sf	SF	
Construction Costs	Main Building	220	16015	\$ 3,523,300
	Animal Ward	175	3449	\$603,575
	Civil			\$747,000
	Total Building			\$ 4,873,875
	Bidding Contingency	5.00%		\$ 243,694
	Construction Contingency	5.00%		\$ 255,878
	Total Construction Cost			\$ 5,373,447
	Area:	19,464		
			SF costs	\$276 /sf

ADDITIONAL (SOFT) COSTS / REIMBURSABLES	Basic Service Fee		\$410,000	
	Additional Services			
	Technology	\$	10,000	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
	TOTAL - ADDITIONAL SERVICES		\$ 10,000	
	Reimbursables			
	PRINTING - EXIST. DOCS.	\$	-	
	PRINTING - REVIEW DOCS.	\$	1,000	
	PRINTING - BID DOCS.	\$	1,000	
	PROJECT WEBSITE (dfm)	\$	3,000	
	POSTAGE / UPS	\$	250	
	SITE SURVEY	\$	-	
	SOIL TESTING	\$	6,500	
	CONSTRUCTION TESTING	\$	15,000	
	Travel	\$	4,000	
	0	\$	-	
	TOTAL - REIMBURSABLES		\$ 30,750	
Site Observation				
A/E SITE OBSERVATION	0 months			
	0 hrs. per week			
	\$ 85 / hr	\$ -		
Other Project Costs				
LAND ACQUISITION	\$	-		
SITE UTILITIES	\$	15,000		
INTERIOR SIGNAGE & GRAPHICS	\$	-		
TECH., TELECOM, SECURITY	\$	75,000		
FURNISHINGS/EQUIPMENT	\$	600,000		
OTHER	\$	-		
OTHER	\$	-		
TOTAL OTHER COSTS		\$ 690,000		
TOTAL ADDITIONAL COSTS		\$1,140,750		

Total Project Cost	\$ 6,514,197
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TEACHING HOSPITAL - 3,817SF
 INSTRUCTIONAL AREA - 19,198SF
 ANIMAL WARD - 3,449SF
 TOTAL SQUARE FOOTAGE - 19,464

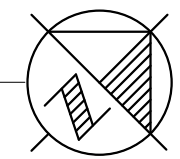
05/07/14



FIRST FLOOR PLAN

BHC EAST CAMPUS VET TECH LAB

1 OPTION 2 - FIRST FLOOR PLAN
 1/32" = 1'-0"



A2.1

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8645
May 22, 2014

**Award of Contract for the Renovation of the Quad Cities Campus, Building 2, Room 214,
Chemistry Lab Prep**

REPORT:


2011 Protection, Health, and Safety (PHS) projects included expenditures for renovation of the Chemistry Lab Prep Room (Room 214) in Building 2 on the QC Campus. The project includes removal and replacement of the flooring, fume hood, and some casework with asbestos containing materials. This project is the last phase of the PHS project "FY11 Stairwell & Flooring Upgrades." The Capital Committee decided to apply \$50,000 of local funds to this project in order to replace the old, deteriorated casework and shelving that did not contain asbestos. The combination of the PHS scope and the local project scope enables the college to completely renovate this room.

Plans and specifications were developed by BLDD Architects. A Request for Proposal process was completed in accordance with College procedures and Illinois law. On May 1, 2014, bids were opened for the Chemistry Lab Prep Room project. Three contractors submitted proposals for the project. The apparent low bidder is Precision Builders, Inc. of Le Claire, Iowa with a base bid of \$89,895. Precision's bid compares favorably to the budgeted amount for the construction of this project, which was approximately \$100,000. The complete bid results and the procurement recommendations from BLDD and the Black Hawk College Purchasing Manager are attached. The renovation of the Chemistry Lab Prep Room on the Quad Cities campus will occur this Summer (2014).

RECOMMENDATION:

It is the recommendation of the Vice President for Finance that the Board of Trustees approves the award of a \$89,895 contract to Precision Builders for the renovation Chemistry Lab Prep Room (Room 214) in Building 2 on the QC Campus. Total project budget is set at \$117,400 which covers asbestos abatement, construction, contingency, Architect/Engineer fees, and furnishings/equipment. This construction will be funded by 2011 PHS funds (\$67,400) and Local Projects (\$50,000).

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8646
May 22, 2014

RATIFICATION OF REPAIR SERVICES FOR TRANE CHILLER IN BUILDING 1, QC CAMPUS

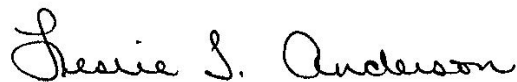
REPORT:

The heating and cooling of buildings is vital to the comfort and safety of students, faculty, staff, and the education environment of Black Hawk College. Last year during the warm months when cooling was needed, the chiller at QC Campus, Building 1 had been leaking refrigerant at a significant rate. This chiller provides cooling for buildings 1 and 2. Last fall and winter, the Trane Company had performed diagnostics, determined the source of the leak, and dismantled the part of the chiller where the leak was found. Unfortunately the Trane Company did not communicate well with the College and simply left the chiller torn apart; this was discovered when Facilities attempted to turn the chiller back on this spring. In order to finish the job, \$28,090.00 of repairs is needed. About half of that cost is the refrigerant that was lost during the warm months last year. Due to the fact that warm weather is approaching fast, Trane was issued a Purchase Order on May 5th so that they could order parts and schedule the repairs.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Repair Services for the Trane Chiller in Building 1, QC Campus, in the amount of \$28,090.00.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8647
May 22, 2014

**Award of Contract for the Library Renovation-Shelving End Panels
on the Quad Cities Campus**

REPORT:

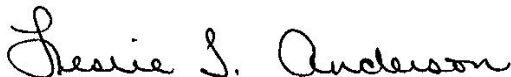
2010 Bond projects included expenditures for library renovations on the Quad Cities campus. The Board of Trustees approved the award of the construction contract to Precision Builders at the March 13, 2014 meeting (\$1,064,500). In addition to the construction, money was allocated for new furniture and equipment. A portion of the furniture budget for this project was for replacing the original wood laminate end panels on the library bookshelves. BLDD's design solution calls for custom acrylic decorative panels that will be attached to the ends of the library book shelves. The design of the end panels fits with the new library interior finishes and furniture.

Plans and specifications were developed by BLDD Architects. A Request for Proposal process was completed in accordance with College procedures and Illinois law. On May 12, 2014, bids were opened for the Library Renovation-Shelving End Panels. Four contractors submitted proposals for the project. The apparent low bidder is Library Furniture International (LFI) of Northbrook, Illinois with a base bid of \$33,151.56. LFI's bid compares favorably to the budgeted amount for furniture and equipment on this project. The complete bid results and the procurement recommendations from BLDD and the Black Hawk College Purchasing Manager are attached. The renovation of the Library and installation of the new end panels will occur this Summer (2014).

RECOMMENDATION:

It is the recommendation of the Vice President for Finance that the Board of Trustees approves the award of a \$33,151.56 contract to Library Furniture International for the fabrication and installation of library shelving end panels on the Quad Cities campus. The end panel purchase will be funded by 2010 Bonds.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

Purchasing Recommendation

To: Dr. Thomas Baynum, President; Doug Hoenig, Construction Projects Manager
From: Mike Meleg, Purchasing Manager
Date: May 14, 2014
Re: Library Shelving End Panels

This project consists of fabricating and installing custom acrylic end panels for the existing library metal shelving. A Request for Proposal was issued on April 25, 2014. Advertisements were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy, and as per Section 3-27.1 of the Illinois Public Community College Act. The Proposal was e-mailed to five (5) contractors. No Pre-Proposal Meeting was held as the plans drawn by BLDD Architects clearly specified all project requirements. Compliant proposals were received from four (4) contractors on May 12 which were reviewed by the Purchasing Manager, the Construction Projects Manager, and the Architect.

Contractor Name and Location	Bid Amount
Demco, Inc., Madison, Wisconsin	\$58,337.40
Jones Library Sales, Inc., Carlisle, Iowa	\$39,760.00
Library Furniture International, Northbrook, Illinois	\$33,151.56
OSDI Spacesaver	\$37,912.00

Based on the facts that Library Furniture International is the low bidder, and BLDD Architects have successfully utilized them in the past for this same type of product and service, the Purchasing Department recommends that a contract for Library Shelving End Panels be awarded to Library Furniture International of Northbrook, Illinois in the amount of \$33,151.56 plus the usual 10% contingency for a contract not to exceed \$36,466.72.



Principals
Steven T. Oliver, AIA
Randall L. West, AIA
Samuel J. Johnson, AIA
Scott M. Likins, AIA
Bruce L. Maxey, AIA
Timothy J. McGrath, AIA
Barbara Meek, AIA
Mark A. Ritz, AIA
R. Carson Durham, AIA
John S. Whitlock, AIA
Todd D. Cyruulik, AIA

Associates
Duane L. Allen
Ryan Dehart, AIA
John Maynerich, AIA

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- 5183 utica ridge road
davenport, iowa 52807
phone 563 359-5777

May 13, 2014

Doug Hoenig
Black Hawk College
6600 34th Avenue
Moline, IL 61265

Re: Black Hawk College Library Renovation
BHC Account No.: 7618-780104-58408-78
BHC Bid No.: RFP 32-14

Dear Mr. Hoenig,

On May 12th, 2014 at 4:00p.m., bids were opened for the Black Hawk College Library Renovations – Shelving End Panels.

The project consists of furnishing and installing acrylic end panels on the existing library metal shelving in Building 1 on Black Hawk College Quad Cities Campus.

The following contractor submitted a bid for the work:

Demco, Inc. – Madison, WI
Jones Library Sales, Inc. – Carlisle, IA
Library Furniture International, Inc. – Northbrook, IL
OSDI – Spacesave – DesMoines, IA

An email bid was received and rejected by HLF Furniture, Inc. as electronic bids were not acceptable. The four bids submitted were in order. A copy of the bid tabulation has been attached to this letter.

LFI (Library Furniture International) is the apparent low bidder with a base bid of \$33,151.56. They request a 30% deposit upon ordering and note current lead time is 10 weeks from approval of shop drawings.

BLDD recommends the College proceed with awarding the contract to LFI. Should Black Hawk College approve proceeding, BLDD will submit a Notice of Award.

Please contact me if you have any questions or require additional information.

Sincerely,
BLDD Architects, Inc.
Davenport, IA

Rebecca Jourdan, IIDA, LEED AP BD+C
Registered Interior Designer

CC: M. Ryan Dehart, AIA

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report # **8648**
May 12, 2014

**APPROVAL OF AWARD OF CONTRACT
FOR EAST CAMPUS WELL MAINTENANCE**

REPORT: A Request for Proposal was issued on April 23, 2014, to perform maintenance on the East Campus primary well. The work consists of replacing major components such as the pump, check valve, column piping, power cables, and pitless adapter. The pitless adaptor will also be brought into Illinois Environmental Protection Agency compliance. The 7,500 gallon water holding tank will also be cleaned.

Advertisements were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy, and as per Section 3-27.1 of the Illinois Public Community College Act. The Proposal was e-mailed to 11 contractors, and a Pre-Proposal Meeting was held on April 30, 2014, which was attended by two (2) contractors.

Compliant proposals were received from four (4) contractors as shown below on May 9, 2014, which were reviewed by the Purchasing Manager and the East Campus Superintendent of Facilities and Campus Services. Dana Well Drilling of Kewanee, Illinois, was the low bidder. A copy of the Purchasing Recommendation is attached.

	Albrecht Well Ohio, Illinois	Dana Well Kewanee, Illinois	Layne Well Aurora, Illinois	Water Wells Oconomowoc, Wisconsin
WEEKDAY RATE, WITH EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement	\$ 48,426.22	\$ 37,618.76	\$ 40,010.00	\$ 50,084.00
BID PROPOSAL Tank Cleaning	\$ 3,000.00	\$ 2,200.00	\$ 2,796.00	\$ 3,150.00
TOTAL	\$ 51,426.22	\$ 39,818.76	\$ 42,806.00	\$ 53,234.00
WEEKDAY RATE, WITHOUT EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement		\$ 36,748.76		
BID PROPOSAL Tank Cleaning		\$ 2,200.00		
TOTAL		\$ 38,948.76		

	Albrecht Well Ohio, Illinois	Dana Well Kewanee, Illinois	Layne Well Aurora, Illinois	Water Wells Oconomowoc, Wisconsin
WEEKEND RATE, WITH EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement		\$ 44,118.76		
BID PROPOSAL Tank Cleaning		\$ 3,300.00		
TOTAL		\$ 47,418.00		
WEEKEND RATE, WITHOUT EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement		\$ 43,248.76		
BID PROPOSAL Tank Cleaning		\$ 3,300.00		
TOTAL		\$ 46,548.76		

RECOMMENDATION:

It is the recommendation of the Vice President for East Campus that the Board of Trustees approves the award of contract for East Campus Well Replacement to Dana Well Drilling of Kewanee, Illinois, in the amount of \$39,818.76 plus the usual 10% contingency for a contract not to exceed \$43,800.64. Funding for this project will be provided by local projects in the Operations & Maintenance Restricted Fund.

Reviewed and Prepared by:



Chanda Dowell
Vice President for East Campus

Purchasing Recommendation

To: Ray Jacobs, Superintendent of Facilities and Campus Services, East Campus
 From: Mike Meleg, Purchasing Manager
 Date: May 12, 2014
 Re: East Campus Well Replacement

East Campus Well Replacement project consists of all labor and materials required to replace everything associated with the well at East Campus and raising the casing to a height of 18 inches to comply with Illinois code. The major components needing replacement are the pump, check valve, column piping, power cables and pitless adapter. Pricing was requested for performing the work during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), and performing the work strictly on the weekend. Proposals for cleaning and sanitizing the water storage tank were sought as well. A Request for Proposal was issued on April 23, 2014. Advertisements were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy, and as per Section 3-27.1 of the Illinois Public Community College Act. The Proposal was e-mailed to 11 contractors, and a Pre-Proposal Meeting was held on April 30, which was attended by two (2) contractors. Compliant proposals were received from four (4) contractors on May 9 which were reviewed by the Purchasing Manager and the Superintendent of Facilities and Campus Services, East Campus.

	Albrecht Well Ohio, Illinois	Dana Well Kewanee, Illinois	Layne Well Aurora, Illinois	Water Wells Oconomowoc, Wisconsin
WEEKDAY RATE, WITH EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement	\$ 48,426.22	\$ 37,618.76	\$ 40,010.00	\$ 50,084.00
BID PROPOSAL Tank Cleaning	\$ 3,000.00	\$ 2,200.00	\$ 2,796.00	\$ 3,150.00
TOTAL	\$ 51,426.22	\$ 39,818.76	\$ 42,806.00	\$ 53,234.00
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BID PROPOSAL Well Replacement		\$ 36,748.76		
BID PROPOSAL Tank Cleaning		\$ 2,200.00		
TOTAL		\$ 38,948.76		

	Albrecht Well Ohio, Illinois	Dana Well Kewanee, Illinois	Layne Well Aurora, Illinois	Water Wells Oconomowoc, Wisconsin

WEEKEND RATE, WITH EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement		\$ 44,118.76		
BID PROPOSAL Tank Cleaning		\$ 3,300.00		
TOTAL		\$ 47,418.00		
WEEKEND RATE, WITHOUT EXTRA CHECK VALVE				
BID PROPOSAL Well Replacement		\$ 43,248.76		
BID PROPOSAL Tank Cleaning		\$ 3,300.00		
TOTAL		\$ 46,548.76		

Note: Dana was the only bidder to propose pricing for weekend work, and proposed several other pricing combinations as well, however it was later determined that weekend work is not necessary because East Campus has a backup well, and it is generally a good practice to install an extra check valve.

Based on the fact that Dana Well Drilling is the low bidder, the Purchasing Department recommends that a contract for East Campus Well Replacement and tank cleaning be awarded to Dana Well Drilling of Kewanee, Illinois in the amount of \$39,818.76 plus the usual 10% contingency for a contract not to exceed \$43,800.64.

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8649
May 22, 2014

**PERSONNEL RECOMMENDATION – JODI BECKER
EMPLOYMENT**

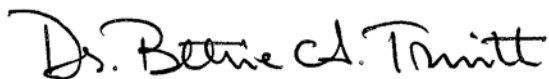
REPORT: The search for a tenure-track Child Development instructor at the Quad Cities Campus has been completed in accordance with the College hiring procedures. As a result of this process, Jodi Becker is being recommended for appointment to the Child Development position beginning with the fall 2014 semester. This position is to be teaching at the Quad Cities Campus.

Ms. Becker has a Bachelor's Degree in Elementary Education from Teikyo Marycrest University and a Master's Degree in Elementary Education with a minor in Early Childhood. She has most recently been the County Youth Coordinator for the Iowa State University Extension and Outreach in Scott County. She also has been an adjunct faculty member at Scott Community College.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the appointment of Jodi Becker at the rank of Instructor in the Child Development Department at the Quad Cities Campus beginning with the fall 2014 semester.

Reviewed and Prepared by:



Bettie A. Truitt, Ph.D.
Vice President for Instruction and Student
Services

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8650
May 22, 2014

**PERSONNEL RECOMMENDATION – JACQUELINE CHALMERS
EMPLOYMENT**

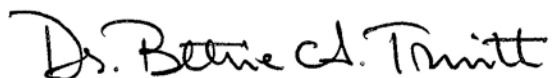
REPORT: The search for a tenure-track Mathematics Instructor at the Quad Cities Campus has been completed in accordance with the College hiring procedures. As a result of this process, Jacqueline Chalmers is being recommended for appointment to the Mathematics position beginning with the fall 2014 semester. This position is to be teaching at the Quad Cities Campus.

Ms. Chalmers has a Bachelor's Degree in Mathematics from Augustana College and a Master's Degree in Mathematics from Iowa State University. She is currently an Algebra and Geometry teacher at Midland High School in Varna, Illinois. She has also been a teaching assistant at Iowa State, and Adjunct Instructor at Des Moines Area Community College, and a Director of Education at Sylvan Learning Center in Peoria.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the appointment of Jacqueline Chalmers at the rank of Instructor in the Mathematics Department at the Quad Cities Campus beginning with the fall 2014 semester.

Reviewed and Prepared by:



Bettie A. Truitt, Ph.D.
Vice President for Instruction and Student
Services

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8651
May 22, 2014

**PERSONNEL RECOMMENDATION – SARAH NELSON
EMPLOYMENT**

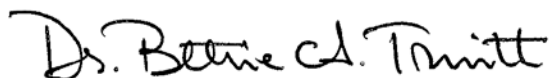
REPORT: The search for a tenure-track Psychology Instructor at the Quad Cities Campus has been completed in accordance with the College hiring procedures. As a result of this process, Sarah Nelson is being recommended for appointment to the Psychology position beginning with the fall 2014 semester. This position is to be teaching at the Quad Cities Campus.

Ms. Nelson has a B.A. and an M.A. in Psychology and a minor in Sociology from Illinois State University. She has been an Adjunct Faculty here at Black Hawk College since 2009 and an Adjunct Psychology Instructor at Upper Iowa University since 2012. Ms. Nelson has also been a Clinical Supervisor and Group Therapist, Practicum Counselor, and Assessment Counselor as well as a Graduate Assistant.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the appointment of Sarah Nelson at the rank of Instructor in the Psychology Department at the Quad Cities Campus beginning with the fall 2014 semester.

Reviewed and Prepared by:



Bettie A. Truitt, Ph.D.
Vice President for Instruction and Student
Services

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8652
May 22, 2014

**PERSONNEL RECOMMENDATION – ASHTIN TRIMBLE
EMPLOYMENT**

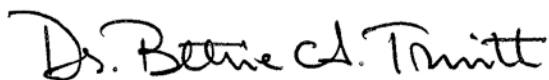
REPORT: The search for a Reference, Instruction and Electronic Resources Librarian at the Quad Cities Campus has been completed in accordance with the College hiring procedures. As a result of this process, Ashtin Trimble is being recommended for appointment to the position beginning with the fall 2014 semester. This position is to be at the Quad Cities Campus.

Ms. Trimble holds a B.A. in English with a minor in U. S. History from St. Ambrose University and a M.S. in Library and Information Science from the University of Illinois. She is currently the Academic Technology Administrator at Ashford University and is also an Associate Faculty member and Online Teaching Assistant.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the appointment of Ashtin Trimble at the rank of Instructor in the Library at the Quad Cities Campus beginning with the fall 2014 semester.

Reviewed and Prepared by:



Bettie A. Truitt, Ph.D.
Vice President for Instruction and Student
Services

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8653
May 22, 2014

**PERSONNEL RECOMMENDATION – KYLE PETERSEN
EMPLOYMENT**

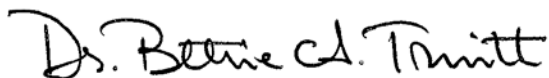
REPORT: The search for a tenure-track Visual Communications Instructor at the Quad Cities Campus has been completed in accordance with the College hiring procedures. As a result of this process, Kyle Petersen is being recommended for appointment to the Visual Communications Instructor position beginning with the fall 2014 semester. This position is to be teaching at the Quad Cities Campus.

Mr. Petersen has a B.A. in Studio Art from Bradley University and an M.F.A. in Photography from Savannah College of Art and Design. He has been an Instructor and an Adjunct Instructor in Photography at Gwinnett Technical College in Lawrenceville, Georgia. He has also been an Adjunct Instructor of Photographic Imaging at the Art Institute of Atlanta and a part time Instructor of Photography at the Showcase School of Photography.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the appointment of Kyle Petersen at the rank of Instructor in the Visual Communications Department at the Quad Cities Campus beginning with the fall 2014 semester.

Reviewed and Prepared by:



Bettie A. Truitt, Ph.D.
Vice President for Instruction and Student
Services

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8654
May 22, 2014

PROPOSED FY2015 BUDGET AND AUTHORIZATION OF PUBLIC DISPLAY, PUBLIC HEARING, AND PUBLICATION OF PROPOSED FY2015 BUDGET

REPORT: The budget for Fiscal Year 2015 is being presented to the Board of Trustees with a \$500,000 deficit. At this time, the amount of monies that is anticipated to be received from the State of Illinois is uncertain as it has been the case for the past several years. Of particular concern is the timeliness of the state payments that are due to the College. Furthermore, uncertainties surrounding Illinois pension reform and community college funding as well as health care costs and student enrollment have made this budget building process particularly challenging.

The proposed budget for Fiscal Year 2015 is based on three primary sources of funding: 1) state apportionment, 2) local tax support, and 3) student tuition and fees. Over the past decade, tuition has become an ever increasing source of revenue. Even so, tuition at Black Hawk remains average for all community colleges in Illinois. Low tuition coupled with outstanding educational and student service programs makes Black Hawk a great value for the first two years of college, or one of the many non-credit educational programs we offer.

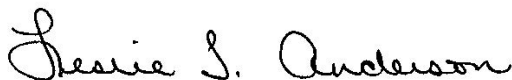
The College's current stable financial situation has been made possible by the cooperation and hard work of virtually every Black Hawk College employee. Thanks to all who have participated in the development of this budget. Special thanks is extended to the Board of Trustees for their continued guidance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

The College administration is recommending that the proposed FY2015 Budget be placed on file and made available for public inspection effective May 23, 2014, at the District Finance Office in Moline and at the East Campus Business Office in Galva. The administration also recommends that the Board holds a public hearing on the FY2015 tentative budget at the regular meeting scheduled for Thursday, June 26, 2014. It is further recommended that the Board authorizes publication of the attached notice regarding availability of the proposed budget for public inspection and regarding the public hearing on the budget.

RECOMMENDATION:

- It is the recommendation of the College Vice President for Finance that the Board:
- (1) authorizes public display of the proposed FY2015 Black Hawk College Budget effective Friday, May 23, 2014;
 - (2) authorizes a public hearing on the proposed FY2015 budget on Thursday, June 26, 2014; and
 - (3) authorizes publication of the attached notice of availability of the Budget for public inspection and of a Public Hearing on the FY2015 budget (in substantially the form attached).

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 503 (Black Hawk College), Counties of Rock Island, Henry, Mercer, Whiteside, Knox, Bureau, Stark, Marshall, and Henderson, State of Illinois, that a tentative budget for said Community College District for the 2015 fiscal year beginning July 1, 2014, will be on file and conveniently available for public inspection in this Community College District at the District Finance Office at 6600 34th Avenue, Moline, Illinois, and at the East Campus Business Office at 26230 Black Hawk Road, Galva, Illinois, from and after 9:00 a.m. on the 23rd day of May 2014. Notice is further hereby given that public hearing on said budget will be held at 6:00 p.m. on the 26th day of June 2014, at Black Hawk College Quad Cities Campus, 6600 34th Avenue, Moline, Illinois, in this Community College District No. 503.

Dated this 22nd day of May 2014.

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

David L. Emerick Jr.
Chair

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8655
May 22, 2014

**PROPOSED CALENDAR OF REGULAR BOARD MEETINGS
FOR JUNE 2014 THROUGH JUNE 2015**

REPORT: The consolidation election law reflected in Board Policy 10.41 (Regular Meetings), requires that the calendar of regular Board meetings for the coming year be established so that public notice of these meetings can be given.

The Board meetings will be held on the third Thursday evening unless otherwise noted. The proposed calendar for regular Board meetings includes the location of the meeting. Board meetings beginning June 2014 through June 2015 will be as follows:

DATE	WEEK	LOCATION
Thursday, June 26, 2014	4 th	Quad-Cities Campus
July 18 & 19, 2014		TBD - Retreat
Thursday, August 21, 2014	3 rd	CEC
Thursday, September 18, 2014	3 rd	Quad-Cities Campus
Thursday, October 16, 2014	3 rd	East Campus
Thursday, November 20, 2014	3 rd	Quad-Cities Campus
Thursday, December 18, 2014	3 rd	Quad-Cities Campus
Thursday, January 15, 2015	3 rd	CEC
Thursday, February 19, 2015	3 rd	Quad-Cities Campus
Thursday, March 12, 2015	2 nd	CEC
Thursday, April 23, 2015	4 th	Quad-Cities Campus
Thursday, May 14, 2015	2 nd	CEC
Thursday, June 18, 2015	3 rd	East Campus

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

RECOMMENDATION:

It is the recommendation of the Chair of the Board of Trustees that the proposed calendar of regular Board meetings shown above beginning June 2014 through June 2015 be approved.



David Emerick
Board Chair

FOR POLICY CONSIDERATION

BLACK HAWK COLLEGE BOARD REPORT

Board Report #8637
May 22, 1014

SECOND READING OF PROPOSED PERFORMANCE OF CONSTRUCTION VENDORS POLICY (SECTION 8.94)

REPORT: The performance of construction vendors policy is intended to establish a framework by which the Board of Trustees can ensure statutory compliance in a fiscally responsible manner as well as demonstrate the College's commitment to strong accountability and appropriate management of these vendors.

Construction projects must be performed according to contract document specifications, on schedule, within budget, per safety requirement, with minimal disruption to college operations, and managed in a professional manner.

Policy statement:

The performance of construction contractors providing services at Black Hawk College will be evaluated at the completion of each project or more frequently as necessary.

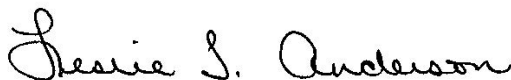
The College's administration will establish appropriate criteria, conduct evaluations and take any appropriate actions as a result of the evaluations.

Construction vendor performance shall be reported to the Board in a timely and effective manner so as to support effective decision-making and construction contract award processes.

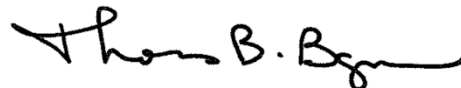
RECOMMENDATION:

It is the recommendation of both the College President and the Vice President for Finance that the Board of Trustees considers approval of the proposed Performance of Construction Vendors Policy, Section 8.94.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

FOR POLICY CONSIDERATION

FOR POLICY CONSIDERATION

BLACK HAWK COLLEGE BOARD REPORT

Board Report #8642
May 22, 2014

ADOPTION OF PROPOSED PURCHASE OF INSURANCE COVERAGE POLICY (SECTION 8.93)

REPORT: The purchase of insurance coverage policy is intended to establish a framework by which the Board of Trustees can ensure that the College and all of its assets are adequately protected.

Policy statement:


Insurance coverage shall be purchased utilizing the Request For Proposal (RFP) process with funding provided from the College tort fund to provide the type and amount of insurance needed to adequately protect all property and assets at the most economical cost to the College

The necessary type and amount of insurance will be purchased to protect the College as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or property damage within or without the college buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

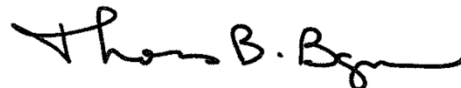
RECOMMENDATION:

It is the recommendation of both the College President and the Vice President for Finance that the Board of Trustees considers approval of the proposed Purchase of Insurance Coverage Policy, Section 8.93.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

FOR POLICY CONSIDERATION

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8656
May 22, 2014

**AWARD OF CONTRACT
FOR PURCHASE OF GENERAL OFFICE SUPPLIES AND EQUIPMENT**


REPORT: The College seeks Board approval to award a contract for general office supplies and equipment purchases to OfficeMax of Itasca, Illinois. The contract period will be from July 1, 2014, through June 30, 2017. Thereafter, the contract may be renewed at the College's discretion in one-year terms up to an additional two years.

The attached memo from the Purchasing Department details the process undertaken in identifying a vendor to recommend. The recommended vendor has the lowest cost on an identified core listing of supplies, has what is viewed as an even more user friendly Web based ordering process, and offered other benefits not provided by other vendors. No dollar amount is included in the recommendation as there is no obligation for the College to purchase any items through OfficeMax, while it is clearly our intention to do so. This relationship will need to serve the interests of both parties.

RECOMMENDATION:

It is the recommendation of the College Vice President for Finance that the Board of Trustees awards a contract to OfficeMax of Itasca, Illinois, for general office supplies and equipment purchases for the period from July 1, 2014 through June 30, 2017. Thereafter, the contract may be renewed at the College's discretion in one-year terms up to an additional two years.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

Purchasing Recommendation

To: Leslie Anderson, Vice President for Finance
 From: Mike Meleg, Purchasing Manager
 Date: May 7, 2014
 Re: Office Supplies

The contract with our incumbent office supplies vendor, OfficeMax, expires June 30, 2014. A Request for Proposal was issued on February 13, 2014, and the Proposal was e-mailed to six (6) vendors. Advertisements were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy, and as per Section 3-27.1 of the Illinois Public Community College Act. A Pre-Proposal Meeting was held on February 26, and was attended by two (2) vendors. A proposal was received from only one (1) vendor, OfficeMax, at the March 27 bid opening. Of the other five (5) vendors that were sent the proposal: (1) Office Depot declined to bid because they are now merged with OfficeMax and OfficeMax has been handling our account; (2) Staples decided it wasn't worthwhile to attend the Pre-Proposal meeting to ask questions in public and therefore did not bid; (3 & 4) Two local vendor: Iowa Illinois Office Solutions and Tallgrass Business; and (5) Meadows Office Supply who is a Minority Business that has recently solicited our business did not bid.

The Purchasing Manager compared the OfficeMax bid to what was paid for those same items during calendar year 2013.

Actual OfficeMax purchases during calendar year 2013	\$70,730.00
OfficeMax bid prices for the same items above	\$59,033.00
Difference	-\$11,697.00 or about -16.5%

It is noted that our current pricing structure with OfficeMax is strictly per the E&I Contract. OfficeMax aggressively bid our "Core" items (those roughly 20% of items that make up 80% of our spend) below the E&I Contract pricing, and the remaining 80% of the items we purchase (which constitutes roughly 20% of our spend) will default to the E&I contract pricing. It is also noted that our expected spend per year when we entered our current contract 5 years ago was approximately \$77,600 per year, meaning our office supplies spend has steadily decreased due in part to better pricing programs being offered in this highly competitive market.

Based on the facts that: (1) OfficeMax's web-based ordering system is very robust, full of features, very user friendly, and we have a high degree of familiarity with it; (2) Their fill rate and accuracy is over 99% with over 98% of orders being delivered next day on-time; (3) Their electronic invoicing is efficient and their rebate and payment terms are very attractive; and (4) During the past five years, OfficeMax has proven to be reliable, user friendly, cooperative, and has brought a high level of value and service to the College; The Purchasing Department recommends that the College Administration seek approval from the Board of Trustees to award a contract to OfficeMax of Itasca, Illinois for General Office Supplies for the period of July 1, 2014 until June 30, 2017. Thereafter, the contract may be renewable at the College's discretion in one-year terms, up to an additional two years.

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8657
May 22, 2014

**APPROVAL OF STAFF EMERITA STATUS – 2014
MARSHA ALBRACHT**

REPORT:

Marsha Albracht will retire from Black Hawk College in June 2014 after 27 years of exemplary service. She has served as Director of the ILC at Black Hawk College. Marsha has worked at the College since 1987. She is tireless in her devotion to students, faculty, and staff in providing much needed support for testing in a wide variety of academic and vocational areas. She has been a wonderful mentor for the employees in her area and has been greatly respected and valued for her attention to detail.

Marsha was also a reader with Isabel Hansen of English 101 exit paragraphs for several semesters. She also set up and maintained numerous computer labs on campus and established open labs and computer testing labs and provided remote test proctoring throughout the United States and occasionally in other countries.

In addition, Marsha expanded testing services with East Campus and also supported a variety of specialized testing.

RECOMMENDATION:

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

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8658
May 22, 2014

**APPROVAL OF STAFF EMERITA STATUS – 2014
MARLA ANDICH**

REPORT:

Marla Andich will retire from Black Hawk College on June 27, 2014. She has worked for the college for 28 years. Marla's career has been entirely spent within the Adult Education department, first as an Optional Education adjunct faculty member and then in her current position as the Early School Leaver Transition Coordinator. She has served hundreds of students and many transitioned to Black Hawk College after graduating with GED certificates or high school diplomas.

She is a tireless advocate for her students, the Adult Education program, and Black Hawk College. She has helped many find their way in life. Marla has also received state recognition for her leadership and contributions to the Early School Leaver Transition Program particularly in the area of curriculum development.

RECOMMENDATION:

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

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8659
May 22, 2014

**APPROVAL OF STAFF EMERITA STATUS – 2014
BRENDA BROWN**

REPORT:

Brenda Brown will retire from Black Hawk College on June 27, 2014. She has worked for the college since April, 1987. She installed Outreach's first networks, managed technical support for Outreach services for twelve years, and served as team leader for the Information Technology and Community commissions. She managed customized and contractual training for sixteen years and has served as the Director of Professional and Continuing Education (PaCE) since 2003.

During her career, Brenda has also served and been recognized on the state level. She served on both the Illinois Council for Continuing Education and Training (ICCET) and the Illinois Community College Economic/Workforce Development Association (ICCEDA) boards. In 2004, ICCEDA recognized her as the ICCDEA Professional of the Year.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Staff Emerita status to Brenda Brown

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8660
May 22, 2014

**APPROVAL OF STAFF EMERITUS STATUS – 2014
JAIME DELEVERE**

REPORT:

Jaime Delevere will retire from Black Hawk College on June 27, 2014 after twenty-two years of service.

Jaime has provided services to thousands of students. He joined the Black Hawk College Opportunity Program staff in September 1992 and worked with individuals who received public assistance from the State of Illinois and were seeking education. Over the nine years he served in that capacity, he worked with approximately 3,500 clients. Since 1992, he has serviced students at Black Hawk College

RECOMMENDATION:

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

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8661
May 22, 2014

**APPROVAL OF STAFF EMERITA STATUS – 2014
AKIKO EDMONDSON**

REPORT:

Akiko Edmondson will retire on May 23, 2014 after 18 years of service at Black Hawk College.

During her years with the college, Akiko has used her graphic design talents in the Marketing and Public Relations Department to transform an idea into a visual design that captures our brand and communicates the intended message to our students, faculty, staff and the communities in our district.

One measure of Akiko's contribution to Black Hawk College is the numerous district and national graphic design awards she has earned from the National Council for Marketing and Public Relations (NCMPR). But Akiko's contributions go beyond awards. She has contributed to our students' success by speaking to art classes and working with the graphic design students who have interned in the department. Akiko's mark will be visible for years to come in the signs, banners, programs, brochures, and other marketing materials she has created. She will be missed by her BHC friends and coworkers who appreciate her hard work, talents, energy and smile.

RECOMMENDATION:

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

Thomas B. Baynum, Ed.D.
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8662
May 22, 2014

**APPROVAL OF STAFF EMERITA STATUS – 2014
CATHE HANSEN**

REPORT:

Cathe Hansen will retire from Black Hawk College on May 30, 2014. She has served the College with dedication and excellence since February 1986.

Cathe has provided many services for the Professional and Continuing Education area (PaCE) and Outreach. Among responsibilities that she has performed are:

- Served on Banner Committee
- Provided FlexReg and Banner support for Outreach
- Trained new and current employees on Banner procedures
- Served as the process team leader for PaCE
- Troubleshoot Banner, FlexReg, and registration problems.
- Created and ran SQL scripts
- Maintained ICCB-approved course lists.

As a dedicated employee who has performed high-quality work for the College for twenty-eight years, Cathe deserves to be awarded the Emeritus Status.

RECOMMENDATION:

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

Thomas B. Baynum, Ed.D.
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8640

April 17, 2014

Brought for reconsideration on May 22, 2014

**GRANTING PROFESSOR EMERITUS STATUS – 2014
PROFESSOR ERSKINE CARTER**

REPORT:

Faculty members of the Humanities, Languages and Journalism Department and the Quad-Cities Faculty Senate have recommended that Professor Emeritus status be granted to Erskine Carter.

Erskine Carter earned his B.A. with honors in English and History in 1978 from Trinity College, Hartford, CT. He was both Phi Beta Kappa and Pi Gamma Mu. He earned his M.A. in English from the University of Connecticut in 1985 before joining the faculty at Black Hawk College in 1987.

Professor Carter has spent twenty-seven years at BHC, during which time he has taught over twenty different courses, including supernatural literature, Shakespeare, satire, mythology, British and World literature, composition, journalism, and basic writing.

Professor Carter is a published poet, essayist, and novelist. He was, for many years, the editor of *Ouroboros*, a literary journal, and he fostered creative writing at Black Hawk in addition to supporting and contributing to many literary projects at the College and within the Quad Cities community. He published essays in local newspapers as well as the *Chicago Times*. He served on the Illinois Humanities Council Board, Communiiversity Board, and the Quad City Super Author Committee. He has volunteered at soup kitchens and contributed to fundraising events for local social service organizations. He was vice president of the Union Executive Committee, a Union negotiator for many years, and chair of the Humanities, Languages and Journalism Department. He also wrote and performed a variety of short dramatic works over the years.

RECOMMENDATION:

It is recommended by faculty members of the Humanities, Languages and Journalism Department and the Quad-Cities Faculty Senate that the Board of Trustees approves the granting of Professor Emeritus to Erskine Carter.

Faculty members of the Humanities, Languages and Journalism Department and the Quad-Cities Faculty Senate have recommended to the College President that Professor Emeritus status be granted to Erskine Carter.

Erskine Carter earned his B.A. with honors in English and History in 1978 from Trinity College, Hartford, Ct. He was both Phi Beta Kappa and Pi Gamma Mu. He earned his M.A. in English from the University of Connecticut in 1985 before joining the faculty at Black Hawk College in 1987.

Professor Carter spent twenty-seven years at BHC, during which time he taught over twenty different courses, including supernatural literature, Shakespeare, satire, mythology, British and World literature, composition, journalism, and basic writing. Professor Carter is a published poet, essayist, and novelist. He was, for many years, the editor of Ouroboros, a literary journal, and he fostered creative writing at Black Hawk in addition to supporting and contributing to many literary projects at the College and within the Quad Cities community. He published essays in local newspapers as well as the Chicago Times. He served on the Illinois Humanities Council Board, Communiversity Board, and the Quad City Super Author Committee. In 2001, he founded the Black Hawk College Symposium, which continues to this time. He has volunteered at soup kitchens and contributed to fundraising events for local social service organizations. He was vice president of the Union Executive Committee, a Union negotiator for many years, and chair of the Humanities, Languages and Journalism Department. He also wrote and performed a variety of short dramatic works over the years. Professor Carter spent the last six years of his career as advisor to the Chieftain, which, under his stewardship, grew into an award-winning newspaper.

The Humanities, Languages and Journalism Department recommend the recognition of Professor Emeritus be bestowed upon Erskine Carter as he retires.

Instructional Report-Vice President Truitt

Health Care Program Career Exploration Event

On April 4, 2014, approximately 80 students from the UT Area Career Center, Geneseo High School, and Rock Island High School attended the Health Care Program Career Exploration Event at Black Hawk College, Moline, Illinois. These students are enrolled in the certified nursing assistant classes at their schools. The event was a wonderful success as students were able to engage in various scheduled activities and presentations in different areas all related to health care. My thanks to Dean Betsey Morthland and Chris Adell, CTE Transition Coordinator, who facilitated the event.

TAACCCT Grant Update

Black Hawk College is participating in a consortium of colleges to apply for a projected \$20 million dollar grant award to be shared among the schools. Black Hawk College has proposed three new programs in the areas of CNC, Basic Nurse Assistant, and Network Technician to be funded by this grant. The grant is due on July 7, 2014 with Elgin Community College acting as the writer and administrative agent. Many thanks to Glenda Nicke, Diane Fall, Cathy Dorathy and Betsey Morthland for their work on this application.

BHC Summer STEM Camp

Black Hawk College is sponsoring a camp for girls this summer called "Crime Time." The camp will be held June 11-13 at the QC Campus. This will be the 9th annual STEM camp for girls in grades 8-12. As part of this year's camp, students will go on a field trip to the Putnam Museum and take part in the CSI experience, visit Scott County Jail and Courthouse, and tour the Scott County Dispatch Center. Many thanks to Jenn Holldorf for organizing this event.

Outstanding BHC Alumna in Accounting

Professors Diana McCabe and Paula Tigerman were selected as the 2014 WIU Co-recipients of the Outstanding Alumna in Accounting. Diana and Paula were honored at the Accounting and Finance Awards Banquet on April 25, 2014 in Macomb, IL. When WIU Department chair, Dr. Gregg Woodruff, was asked about Professors McCabe and Tigerman he stated, "Your work over the years and the difference that you have made is significant. I hope it has been as rewarding for you personally as it has been valuable for the students and the profession you serve." Congratulations to you both!

Black Hawk College part of 2014 Early Childhood Educator Preparation Program Innovation Grants

Black Hawk College will partner with St. Ambrose University to focus efforts on improving preservice and early childhood educators' ability to support the early math learning of

preschool children from disadvantaged environments. The award for this partnership is \$47,000. Black Hawk College will also partner with WIU to seek and secure the appropriate Gateways Entitlements at the Associate's level. To foster this collaboration, articulation agreements will be developed and implemented with an emphasis on curriculum alignment to create stackable and portable courses. Methods for collecting and sharing commonly agreed upon assessment data pertaining to candidate performance will also be addressed. The award for this partnership is \$45,000. The grant period for these awards ends December 2014. Many thanks to Catherine Melear and Chris Bachelder for their work on these grants.

Highway Construction Careers Training Program (HCCTP) graduation

On May 21, 2014, the first class of the highway construction careers training program will graduate. These 12 students have been trained for 450 hours in construction trades and will leave the program with a 30-hour OSHA certification card, CPR/First Aid certification, fork truck training, and scissor lift and boom training. The next class is due to graduate June 26, 2014. Future funding for future classes is pending at this time. Many thanks to Julie Gelaude and her team for organizing this tremendous effort in a very short time span.

United World Relief Banquet

On Wednesday, May 7th, Black Hawk College and Glenda Nicke were honored at the United World Relief Banquet to celebrate 15 years of being an Outstanding Community Partner. World Relief is an international relief and development agency and offers assistance to victims of poverty, disease, hunger, war, disasters and persecution. World Relief serves over 4 million vulnerable people a year and has over 100,000 volunteers actively engaged in reaching their communities with life-saving messages. Congratulations to the college and many thanks to Glenda Nicke Dean of Adult and Continuing Education, Dianne Fall Director of Adult Education, Jennifer Anderson ESL coordinator, Connie Kappas department chair and Mary Crider ALC coordinator as well as all ESL faculty who work closely with the World Relief agency.

New Dean of Student Services-Luis Moreno

The college has completed the hiring process for the new Dean of Students Services position and would like to welcome Luis Moreno. He will begin his work at the college on June 2, 2014. This is a new position due to the Vice President for Student Services position being combined with the Vice President for Instructional Services position.

Mr. Moreno completed all coursework for his Ph.D. in Higher Education and Student Affairs at the University of Iowa and is currently working on his dissertation. He received his Bachelor of Science and Master of Science from Western Illinois University in Macomb. Mr. Moreno has been employed by Sauk Valley Community College since September 2007 as the Dean of Student Services. Prior to that, he was employed by Western Illinois University for 11 years where he last served as the Director for Student Services.



Financial Aid Board Report For May

FINANCIAL AID PAID IN FY13:

- Almost \$15 million was disbursed in federal, state, institutional, and private financial aid to 3661 students
- The largest source was the Federal Pell Grant for \$8 million
- 7441 Free Application for Federal Student Aid (FAFSA) records downloaded in FY13

MARKETING FINANCIAL AID TO CURRENT AND PROSPECTIVE STUDENTS:

- Emails begin in January for current students to complete their FAFSA for the following year
- More frequent and urgent emails when it gets closer to MAP cut-off deadline
- Golden Egg viral campaign through Facebook
- Financial Aid Nights at United Township, Riverdale, Geneseo, Rock Ridge, and Sherrard High Schools
- College Goal Sunday workshops to complete FAFSA targeting non-traditional students
- FAFSA Completion Workshops with ISAC Corps at local high schools
- 16 Classroom visits explaining financial aid
- THE END IS NEAR postcards promoting Finish Financial Aid Day
- Satisfactory Academic Progress postcards at midterm reminding students of requirements to continue receiving aid
- 4 computers are located at the Quad Cities campus and 1 at East campus in the Financial Aid Office for students to complete their FAFSA with staff to assist them

MAP CONCERNS:

- FY07 the MAP cut-off date was August 25, 2006
- FY07 BHC disbursed \$1,757,019 MAP to 2063 students
- FY07 average MAP award was \$852

- FY13 the MAP cut-off date was March 19, 2012
- FY13 BHC disbursed \$865,410 MAP to 914 students
- FY13 average MAP award was \$947
- FY13 showed a 49% decrease in MAP dollars and 44% decrease in students compared to FY07

ISAC reports that 37% of MAP recipients attend community colleges, but only 13% of MAP funds are paid to community college students. www.isac.org/home/map-matters/

LOAN CONCERNS:

- FY07 BHC disbursed \$1,743,398 in loans to 871 students. Average loan \$2,002
- FY13 BHC disbursed \$3,483,019 in loans to 973 students. Average loan \$3,580
- Almost 50% increase in loan dollars borrowed from FY07 to FY13

Current Three Year Default rate is 22.1%. The DRAFT FY11 Default rate is 13.1.

Steps to reduce default rate:

- ✓ All loan borrowers must complete US Department of Education Loan Entrance Counseling
- ✓ BHC requires students to print their loan borrowing history before a new loan is processed
- ✓ BHC requires students to complete a Loan Repayment Calculation
- ✓ BHC has contracted with Texas Guaranteed for Grace Period phone calls
- ✓ BHC has contracted with CMD to make targeted phone calls to loan borrowers who are recent graduates or are not meeting academic progress standards
- ✓ BHC was awarded grant to use products and services of USA Funds for delinquent borrower notifications
- ✓ BHC will be using free USA Funds LIFE Skills for “enhanced” loan entrance counseling

CONSUMER INFORMATION CONCERNS:

- ❖ Proposed college rating based on access, affordability, and student outcomes may tie financial aid funding to the ratings. www.whitehouse.gov/the-press-office/2013/08/22/fact-sheet-president-s-plan-make-college-more-affordable-better-bargain
- ❖ Student success and default rates will be used for ratings
- ❖ Community colleges could unfairly be compared to private and four-year public schools
- ❖ Consumer Information listed on:

College Score Card <http://collegecost.ed.gov/scorecard/>

College Navigator <http://nces.ed.gov.collegenavigator/>

Net Price Calculator www.bhc.edu/admissions/financial-aid/cost-of-attendance/

FAFSA

Shopping Sheet (sent to Veterans)

Black Hawk College Photos

+ Add Photos

Black Hawk College
Liked · February 5



Tomorrow, Feb. 6, keep your eyes peeled for the golden eggs hidden around QC and East campus. They contain an important message and a chance to win great prizes! One egg per student, so tell your friends!

Tag Photo Add Location Edit

Like · Comment · Share · Edit

14 people like this.

Write a comment...

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2014 CAMRY



Ready for a surprising test-drive? Check out the 2014 Camry at your local Toyota.



Black Hawk College
Liked · February 5

Look for these eggs around QC & East Camps on Feb. 6. Bring the egg to the financial aid office to get entered to win a prize!

Tag Photo Add Location Edit

Like · Comment · Share · Edit


3 people like this.

1 share

Write a comment...

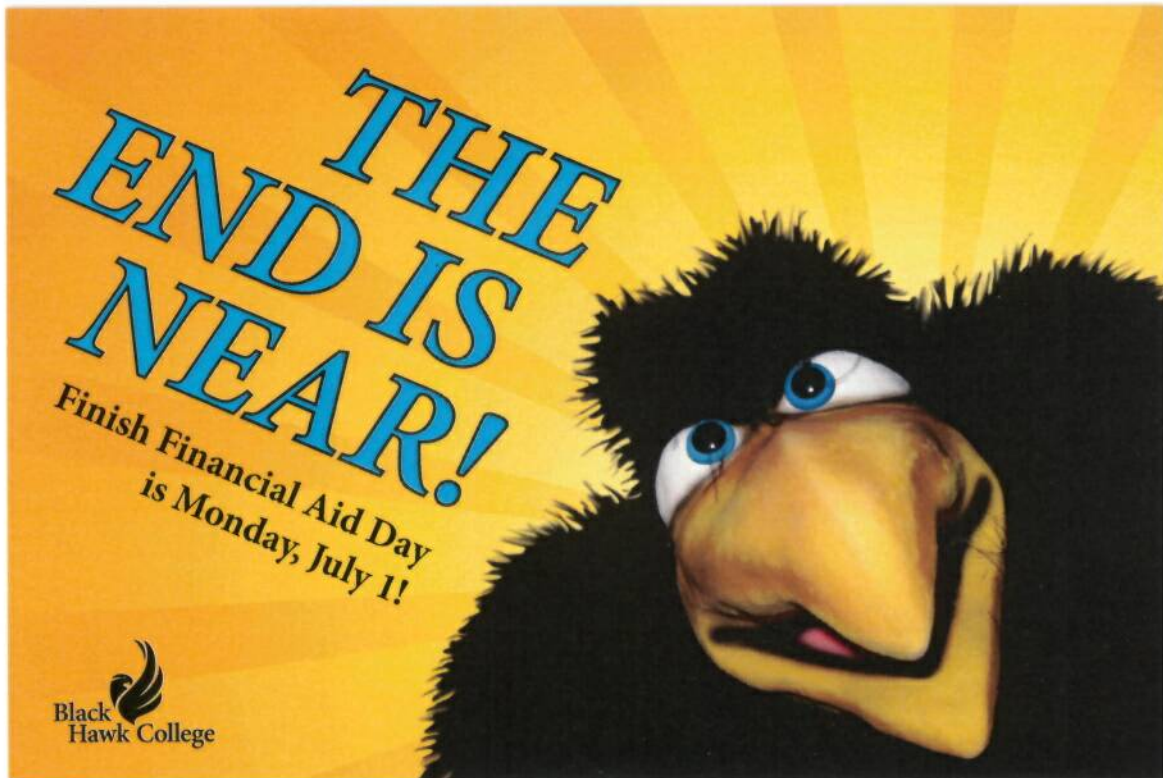
Sponsored Create Ad

10% off Promotional Items
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Use coupon code save10percent2day on over 45k items.





Fall tuition payment is due soon!


Black
Hawk College
6600 34th Avenue
Moline, IL 61265

*Documents received after July 1 may not
be processed by the payment due date.
Cash or deferred payment may be needed
to hold your Fall 2013 classes.*

*For questions about your bill or setting up a
deferred payment plan, e-mail bursar@bhc.edu.
For questions regarding your financial aid,
e-mail finaid@bhc.edu.*



Black Hawk College Satisfactory Academic Progress Policy

Grade-point
average

Must earn and maintain a
2.0 cumulative GPA.

Completion
rate

The total EARNED hours
must be equal to or greater
than 67% of the cumulative
total ATTEMPTED hours
for all periods of enrollment
at Black Hawk College.

Maximum
time frame

Eligible up to 96 attempted
hours at Black Hawk College.
(48 attempted hours for
certificate programs.)



MAKE THE GRADE – KEEP YOUR AID!

DRUG CONVICTION STATEMENT:

While enrolled at Black Hawk College and receiving federal or state financial aid, a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any federal or state grant, loan or work-study assistance.

BLACK HAWK COLLEGE
6600 34TH AVE
MOLINE IL 61265-5899

NON-PROFIT ORGANIZATION
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**DISCUSSION AND ANALYSIS OF THE
FINANCIAL OPERATIONS REPORT FOR
THE TEN MONTH PERIOD ENDING APRIL 30, 2014**

EDUCATION FUND AND OPERATIONS & MAINTENANCE FUND

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

Revenues for FY14 decreased from last year's level by \$185,376 or 0.59%

Notable changes in revenue year over year include:

- Fall Tuition revenue increase of \$318,968 or 5.57% due to increased enrollment
- Summer Tuition revenue decrease of \$201,787 or 18.51% due to lower enrollment
- Adult Ed Tuition revenue decrease of \$23,670 or 1.01% due to lower enrollment
- Spring Tuition revenue decrease of \$294,961 or 5.29% due to lower enrollment
- Student Fees revenue decrease of \$160,994 or 13.47% due to the elimination of the instructional materials fee
- Property tax revenue increase of \$554,216 or 6.73% due to timing of tax accruals
- Investment revenue decrease of \$151,265 or 86.35% due to lower interest rate

Expenditures for FY14 increased from last year's level by \$109,576 or 0.39%.

Notable changes in expenditures year over year include:

- Ed Fund salaries increase of \$234,044 or 1.52%
- O&M salaries increase of \$50,589 or 3.67%
- Benefits increase of \$570,239 or 15.17% due to fluctuation in claims
- Supplies & materials decrease of \$109,874 or 8.26%
- Waivers decrease of \$581,614 or 15.24% due to more accurate accounting for Adult Ed and Dual Enrollment waivers

AUXILIARY FUND

The financial results for the total Auxiliary Fund reflect a decrease in revenue and a decrease in expenditures from last year. Revenue decreased \$284,830 or 8.54% while expenditures decreased \$127,346 or 3.93%.

The decrease in revenue of \$284,830 is attributable to a \$166,995 or 5.70% decrease in Bookstore revenues and an \$124,249 or 35.23% decrease in student auxiliary revenue due to a change in tuition structure.

Expenditures are down \$127,346 or 3.93%. Notable changes include a \$75,655 or 3.18% decrease in Bookstore expenses, a \$8,168 or 2.65% decrease in QC Athletics expenses, a \$9,856 or 5.13% decrease in Student Life expenses due to a change in accounting procedures regarding bussing contracts, and a decrease of \$18,088 or 21.44% in Ag program expenses.

The financial information on the following pages represents the major items of revenue and expenditures for the month ended April 30, 2014 for each of the appropriated funds.



**REPORT OF FINANCIAL OPERATIONS OF THE COLLEGE
FOR THE PERIOD ENDING APRIL 30, 2014**

	FISCAL YEAR 2014				FISCAL YEAR 2013				DIFFERENCE	
	Current Month Actual	YTD Actual 83% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	Current Month Actual	YTD Actual 83% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	% YTD Actual 2014 / 2013	\$ YTD Actual 2014 / 2013
EDUCATION FUND										
REVENUE	\$ 2,520,013	\$ 27,752,293	\$ 32,450,149	85.52%	\$ 2,618,640	\$ 28,053,070	\$ 31,551,446	88.91%	-1.07%	\$ (300,777)
EXPENDITURES	\$ 2,546,028	\$ 24,864,407	\$ 32,541,515	76.41%	\$ 2,662,952	\$ 24,754,808	\$ 32,361,604	76.49%	0.44%	\$ 109,599
OPERATIONS & MAINTENANCE FUND										
REVENUE	\$ 411,833	\$ 3,653,034	\$ 4,270,020	85.55%	\$ 380,826	\$ 3,537,634	\$ 4,521,078	78.25%	3.26%	\$ 115,401
EXPENDITURES	\$ 270,618	\$ 3,351,388	\$ 4,578,654	73.20%	\$ 337,816	\$ 3,351,411	\$ 4,330,884	77.38%	0.00%	\$ (24)
TOTAL FOR EDUCATION AND OPERATIONS AND MAINTENANCE										
REVENUE	\$ 2,931,846	\$ 31,405,327	\$ 36,720,169	85.53%	\$ 2,999,466	\$ 31,590,703	\$ 36,072,524	87.58%	-0.59%	\$ (185,376)
EXPENDITURES	\$ 2,816,646	\$ 28,215,795	\$ 37,120,169	76.01%	\$ 3,000,769	\$ 28,106,219	\$ 36,692,488	76.60%	0.39%	\$ 109,576
AUXILIARY FUND										
REVENUE	\$ 44,723	\$ 3,050,683	\$ 3,663,500	83.27%	\$ 44,000	\$ 3,335,512	\$ 3,922,900	85.03%	-8.54%	\$ (284,830)
EXPENDITURES	\$ 131,746	\$ 3,110,068	\$ 4,273,407	72.78%	\$ 143,500	\$ 3,237,414	\$ 3,922,900	82.53%	-3.93%	\$ (127,346)
AUDIT										
REVENUE	\$ 142	\$ 22,095	\$ 36,219	61.00%	\$ 93	\$ 63,421	\$ 94,992	66.76%	-65.16%	\$ (41,327)
EXPENDITURES	\$ 2,000	\$ 60,300	\$ 60,000	100.50%	\$ 5,600	\$ 79,062	\$ 80,000	98.83%	0.00%	\$ (18,762)
LIABILITY, PROTECTION & SETTLEMENT FUND										
REVENUE	\$ 188,199	\$ 1,597,991	\$ 1,810,931	88.24%	\$ 152,583	\$ 2,018,644	\$ 2,769,370	72.89%	-20.84%	\$ (420,653)
EXPENDITURES	\$ 147,702	\$ 1,932,508	\$ 2,370,664	81.52%	\$ 204,179	\$ 2,024,162	\$ 3,383,477	59.82%	-4.53%	\$ (91,654)
BOND & INTEREST FUNDS										
REVENUE	\$ 544,810	\$ 5,267,792	\$ 6,172,555	85.34%	\$ 5,081	\$ 3,616,697	\$ 5,456,825	66.28%	45.65%	\$ 1,651,096
EXPENDITURES	\$ 81,954	\$ 6,018,225	\$ 6,172,555	97.50%	\$ 88,059	\$ 5,502,063	\$ 5,456,825	100.83%	9.38%	\$ 516,162
WORKING CASH FUND										
REVENUE	\$ 5,380	\$ 52,983	\$ 5,000	1059.66%	\$ 31,263	\$ 294,682	\$ 300,000	98.23%	-82.02%	\$ (241,700)
OPERATION & MAINTENANCE RESTRICTED FUNDS										
REVENUE	\$ 173,765	\$ 2,203,973	\$ 3,338,000	66.03%	\$ 11,607	\$ 22,459,446	\$ 23,540,000	95.41%	-90.19%	\$ (20,255,473)
EXPENDITURES	\$ 349,567	\$ 4,075,061	\$ 15,736,968	25.89%	\$ 909,618	\$ 9,859,655	\$ 18,307,317	53.86%	-58.67%	\$ (5,784,594)
RESTRICTED FUNDS										
REVENUE	\$ 2,694,328	\$ 14,973,620	\$ 19,439,163	77.03%	\$ 2,188,657	\$ 15,900,970	\$ 21,411,830	74.26%	-5.83%	\$ (927,350)
EXPENDITURES	\$ 385,038	\$ 15,693,666	\$ 19,439,163	80.73%	\$ 279,894	\$ 16,341,144	\$ 21,465,932	76.13%	-3.96%	\$ (647,478)

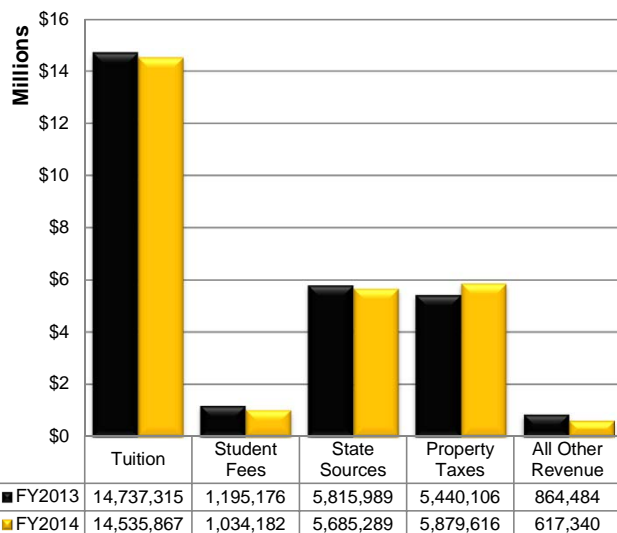
EDUCATION FUND

May 22, 2014

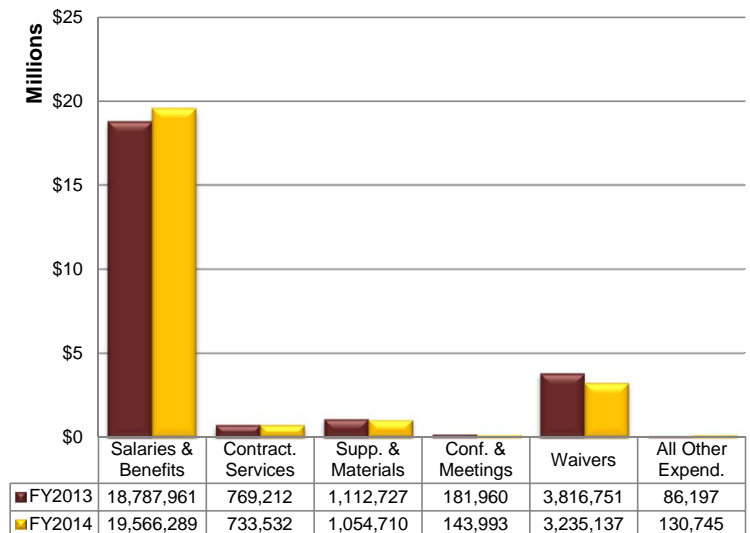
Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Tuition - Fall	\$ -	\$ 6,049,167	\$ 6,562,855	\$ (1,191)	\$ 5,730,198	\$ 5,972,975
Tuition - Spring	3,629	5,279,989	6,333,795	(6,163)	5,574,950	5,746,483
Tuition - Summer	768,721	888,502	922,322	884,547	1,090,289	898,447
Tuition - Adult Ed	196,007	2,318,208	3,222,986	266,299	2,341,878	2,713,294
Student Fees	39,365	1,034,182	816,580	37,231	1,195,176	1,321,489
State Funding	568,485	5,685,289	6,260,115	624,074	5,815,989	6,812,644
Property Taxes	904,590	5,879,616	7,151,050	760,473	5,440,106	6,753,254
Sales & Service	27,677	475,341	670,746	32,209	568,909	598,260
Investment Income	2,375	23,909	24,500	13,617	175,174	250,000
Other Revenue	9,166	118,090	185,200	7,545	120,400	184,600
Uncollectible Tuition	-	-	(100,000)	-	-	(100,000)
Contingency	-	-	400,000	-	-	400,000
TOTAL	\$ 2,520,013	\$ 27,752,293	\$ 32,450,149	\$ 2,618,640	\$ 28,053,070	\$ 31,551,446

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 1,717,258	\$ 15,681,614	\$ 21,003,703	\$ 1,712,588	\$ 15,447,569	\$ 20,591,701
Benefits	398,990	3,884,675	3,943,152	299,304	3,340,391	3,833,679
Contractual Services	76,828	733,532	1,052,512	156,824	769,212	1,362,597
Supplies & Materials	149,046	1,054,710	1,625,362	140,793	1,112,727	1,624,712
Conference & Meetings	13,656	143,993	299,122	36,714	181,960	314,815
Fixed Charges	7,975	51,407	16,435	470	10,818	22,900
Utilities	-	1,500	10,588	-	2,892	5,500
Capital Outlay	-	31,693	-	-	-	-
Waivers	180,025	3,235,137	4,000,000	314,002	3,816,751	4,015,000
Other Expenditures	2,250	46,145	65,641	2,256	72,488	65,200
Contingency	-	-	525,000	-	-	525,500
TOTAL	\$ 2,546,028	\$ 24,864,407	\$ 32,541,515	\$ 2,662,952	\$ 24,754,808	\$ 32,361,604

Education Fund Revenue (Dollars)



Education Fund Expenditures (Dollars)



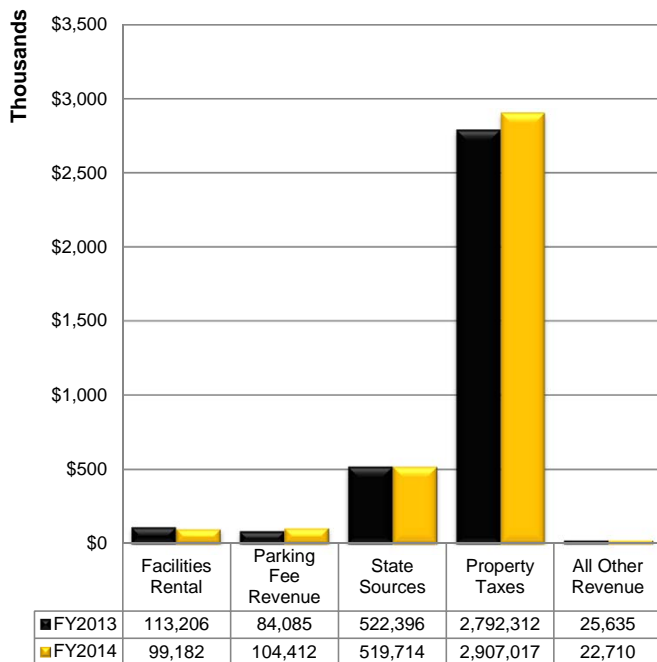
OPERATIONS & MAINTENANCE FUND

May 22, 2014

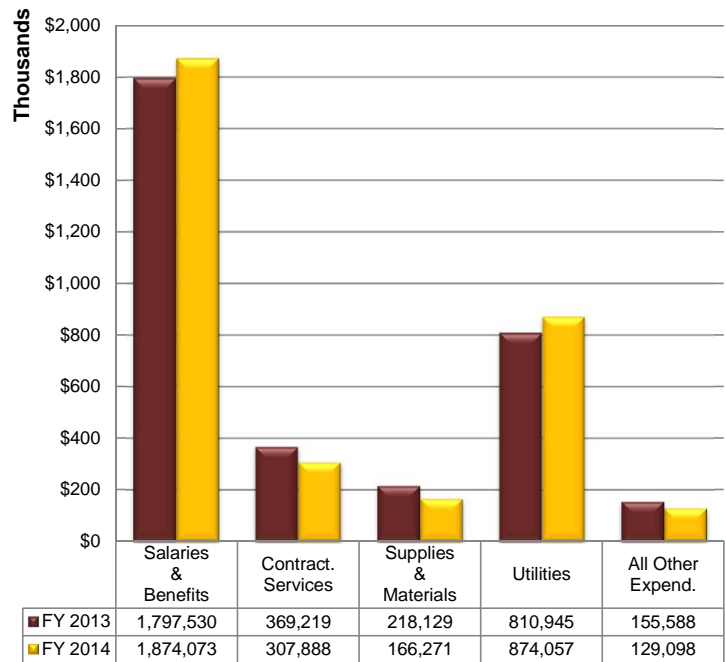
Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Facilities Rental	\$ 8,955	\$ 99,182	\$ 122,640	\$ 12,924	\$ 113,206	\$ 122,640
Parking Fee Revenues	705	104,412	85,000	460	84,085	85,000
ICCB Credit Hour Grants	51,971	519,714	564,188	52,240	522,396	627,724
Property Taxes	347,591	2,907,017	3,218,042	312,517	2,792,312	3,400,414
Other Revenue	2,611	22,710	30,150	2,685	25,635	35,300
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 411,833	\$ 3,653,034	\$ 4,270,020	\$ 380,826	\$ 3,537,634	\$ 4,521,078

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 142,673	\$ 1,430,046	\$ 1,749,875	\$ 131,995	\$ 1,379,457	\$ 1,717,222
Benefits	44,357	444,027	597,317	41,438	418,072	525,282
Contractual Services	19,296	307,888	477,820	38,830	369,219	462,834
Supplies & Materials	20,101	166,271	321,229	26,212	218,129	320,354
Conference & Meetings	162	2,625	28,098	723	3,104	30,170
Fixed Charges	10,979	125,642	186,960	12,657	150,849	160,172
Utilities	33,027	874,057	952,355	85,910	810,945	1,114,850
Capital Outlay	-	-	-	-	-	-
Other Expenditures	24	832	-	51	1,634	-
Contingency	-	-	265,000	-	-	-
TOTAL	\$ 270,618	\$ 3,351,388	\$ 4,578,654	\$ 337,816	\$ 3,351,411	\$ 4,330,884

Operations & Maintenance Fund Revenue (Dollars)



Operations & Maintenance Fund Expenditures (Dollars)



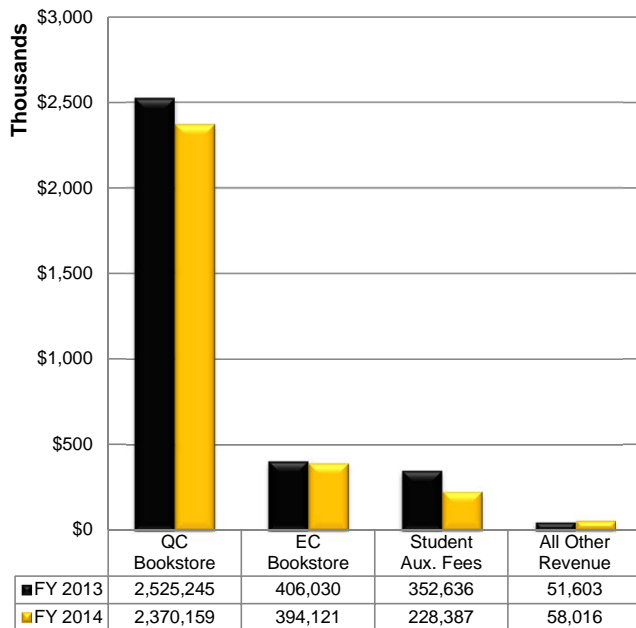
AUXILIARY FUND

May 22, 2014

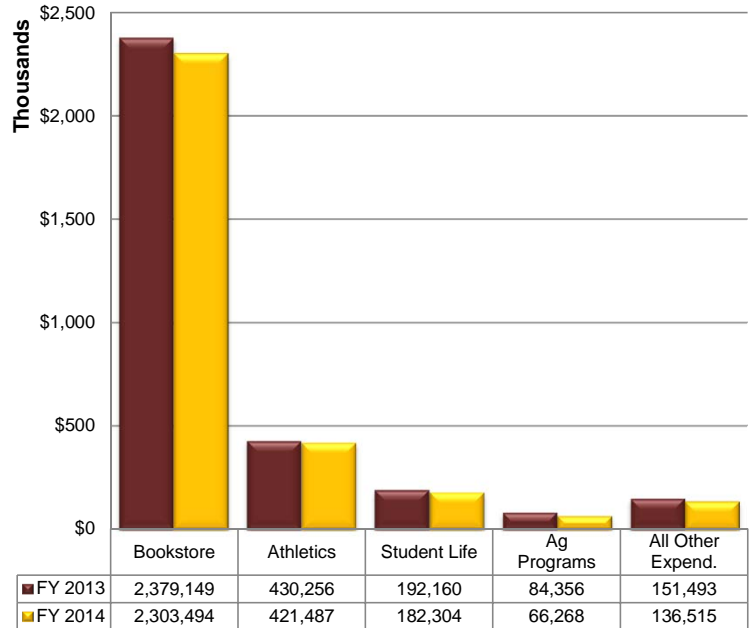
Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 22,278	\$ 2,370,159	\$ 2,715,050	\$ 16,882	\$ 2,525,245	\$ 2,795,050
Bookstore - EC	5,010	394,121	399,200	6,296	406,030	428,850
Food Service - QC	1,026	8,469	11,500	1,072	9,841	12,000
Vending - QC	2,459	25,222	33,750	3,248	33,632	25,000
Student Auxiliary Fees	13,455	228,387	250,000	15,320	352,636	405,000
Other Revenue	495	24,325	4,000	1,182	8,128	7,000
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 44,723	\$ 3,050,683	\$ 3,663,500	\$ 44,000	\$ 3,335,512	\$ 3,922,900

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 40,786	\$ 1,964,287	\$ 2,242,806	\$ 33,013	\$ 2,039,548	\$ 2,271,671
Bookstore - EC	8,217	339,207	352,897	9,472	339,601	365,809
Athletics - QC	25,221	299,712	379,443	24,438	307,880	391,111
Athletics - EC	5,974	121,776	145,786	6,409	122,377	139,176
Student Life	17,528	182,304	228,286	15,506	192,160	223,924
Ag Programs - EC	16,254	66,268	83,150	17,949	84,356	75,750
Other Expenditures	17,766	136,515	581,039	36,712	151,493	205,459
Contingency	-	-	260,000	-	-	250,000
TOTAL	\$ 131,746	\$ 3,110,068	\$ 4,273,407	\$ 143,500	\$ 3,237,414	\$ 3,922,900

Auxiliary Fund Revenue (Dollars)



Auxiliary Fund Expenditures (Dollars)



AUDIT FUND

Revenue	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 142	\$ 22,095	\$ 36,219	\$ 93	\$ 63,421	\$ 94,992

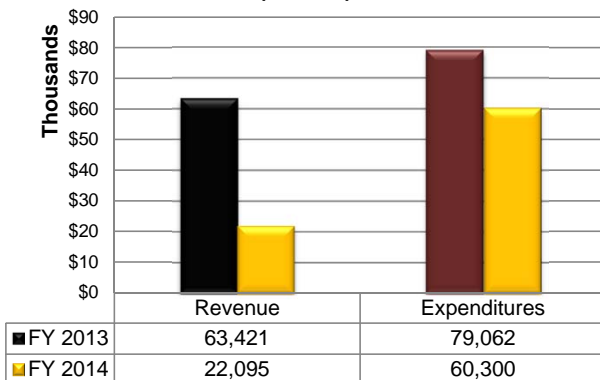
Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 2,000	\$ 60,300	\$ 60,000	\$ 5,600	\$ 79,062	\$ 80,000

LIABILITY, PROTECTION AND SETTLEMENT FUND

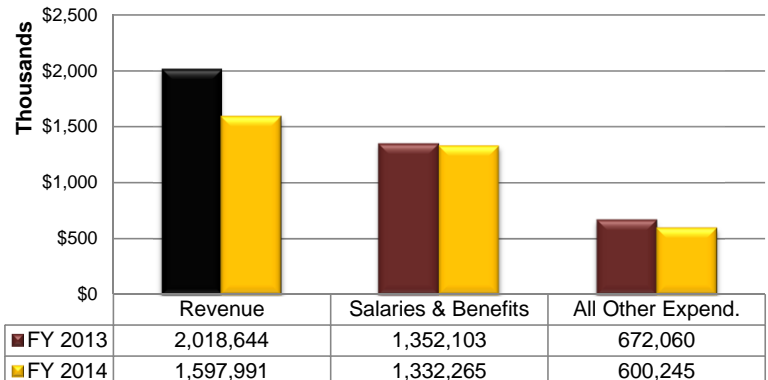
Revenue	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 188,199	\$ 1,597,991	\$ 1,810,931	\$ 152,583	\$ 2,018,644	\$ 2,769,370

Expenditures	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries & Other Benefits	\$ 77,134	\$ 808,818	\$ 1,027,729	\$ 81,710	\$ 797,891	\$ 1,080,016
Unemployment	10,402	42,063	30,000	-	44,776	25,000
Worker's Compensation	14,042	171,403	240,000	40,862	192,933	250,000
Medicare Expense	26,222	252,289	300,000	25,552	248,882	300,000
FICA Expense	5,231	57,691	100,000	6,475	67,622	100,000
Insurance (General)	10,503	341,033	355,000	-	334,599	450,000
Legal Services	1,917	45,433	116,000	10,753	98,601	107,250
Other Expenditures	2,250	213,778	201,935	38,826	238,860	1,071,211
Contingency	-	-	-	-	-	-
TOTAL	\$ 147,702	\$ 1,932,508	\$ 2,370,664	\$ 204,179	\$ 2,024,162	\$ 3,383,477

Audit Fund (Dollars)



Liability, Protection & Settlement Fund (Dollars)



BOND & INTEREST FUNDS

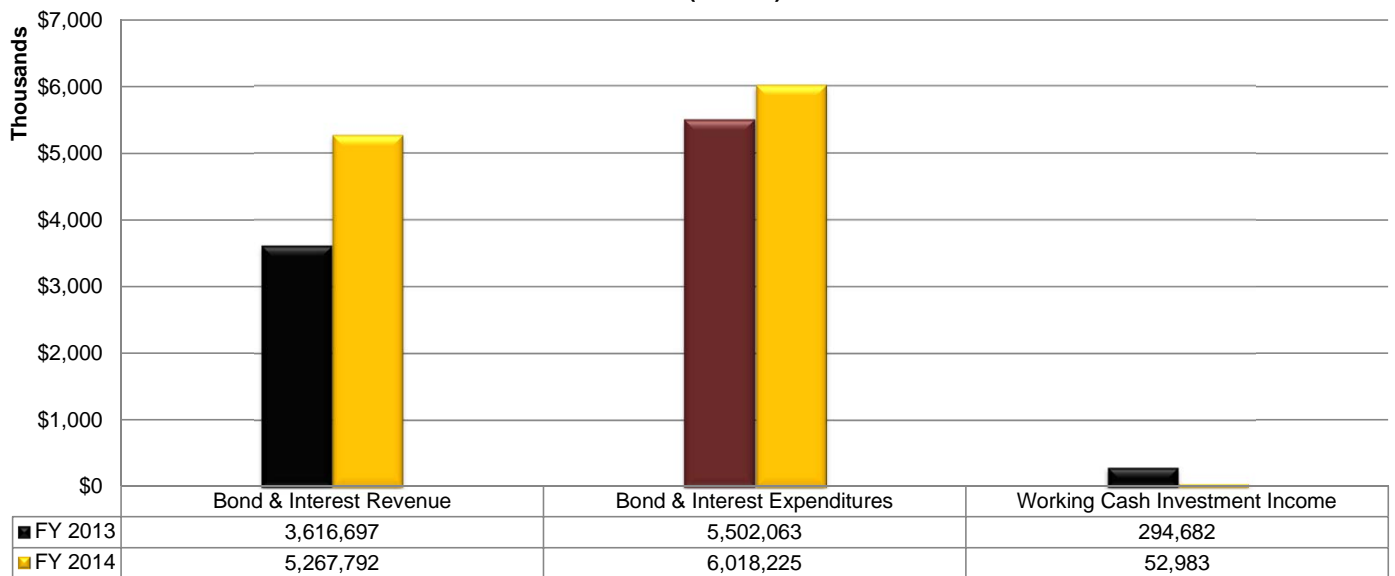
<i>Revenue</i>	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 544,810	\$ 5,267,792	\$ 6,172,555	\$ 5,081	\$ 3,616,697	\$ 5,456,825

<i>Expenditures</i>	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 81,954	\$ 6,018,225	\$ 6,172,555	\$ 88,059	\$ 5,502,063	\$ 5,456,825

WORKING CASH FUND

<i>Revenue</i>	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Investment Income	\$ 5,380	\$ 52,983	\$ 5,000	\$ 31,263	\$ 294,682	\$ 300,000

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



RESTRICTED OPERATIONS & MAINTENANCE FUND

May 22, 2014

Revenue for the month:

	Current Month Actual	YTD Actual
TOTAL REVENUE	\$ 173,765	\$ 2,203,973

Expenditures for the month:

	Fund Number	Encumbered	Total Project Activity	Project Budget	% Spent	Complete
Protection, Health & Safety Projects						
FY11 Electrical Feed Replacement - QC	731101	-	136,866	136,866	100%	X
FY11 Elevator Upgrades - QC & EC - Phase I	731102	-	335,225	335,225	100%	X
FY11 Elevator Upgrades - QC & EC - Phase II	731102	-	407,792	407,792	100%	X
FY11 Elevator Upgrades - QC - Phase III	731102	-	-	243,382	0%	
FY11 Water Main Feed Renovation - EC	731103	-	53,626	57,200	94%	
FY11 Stairwell & Flooring Upgrades - QC	731104	-	119,140	182,400	65%	
FY11 Boiler/Chiller Mechanical Renovations	731105	-	315,197	315,197	100%	X
FY12 AHU-120 Replacement - QC	731201	-	164,097	283,000	58%	X
FY12 Bldg A Lower Level RTU Replacement - EC	731202	-	162,693	177,910	91%	X
FY12 Interior/Exterior Lighting Upgrades - EC	731203	-	311,890	311,890	100%	X
FY12 Yard Hydrant Replacement - EC	731204	-	33,754	34,100	99%	X
FY12 Classroom/Office HVAC Upgrade - EC	731205	-	156,737	168,695	93%	
FY12 Pool HVAC Replacement - QC	731206	-	272,495	449,900	61%	
FY12 Automotive Shop HVAC Upgrades - EC	731207	-	146,798	161,110	91%	X
FY12 Stairwell Asbestos Abatement - QC	731208	-	50,539	48,439	104%	X
FY12 Bldg 1 Curtain Wall - QC	731209	-	18,207	304,800	6%	
FY13 EC Sanitary Sewer	731301	-	225,973	214,247	105%	X
FY13 EC Fire Alarm Upgrades	731302	-	768,335	751,100	102%	
FY13 QC Building 3 HVAC Upgrades 3	731303	-	76,402	76,402	100%	Note 3
FY13 EC IT and CEC Cooling System Upgrade	731304	-	32,200	38,600	83%	X
FY14 Outreach Center Elevator	731401	-	18,241	338,100	5%	
FY14 QC Emergency Power Generation	731402	-	2,250	565,800	0%	
FY14 Bldg A Upper Level RTU Replacement - EC	731403	-	24,057	328,500	7%	
FY14 EC Roof Replacement	731404	-	500	450,000	0%	
FY14 QC Bldg 2 Entrance	731405	-	500	110,400	0%	
FY10 Fire Alarm System Upgrade - QC	7388	-	1,431,859	1,431,859	100%	X
PHS Contingency	7890	-	73,116	534,729	NA	
Protection, Health & Safety Projects Totals		\$ -	\$ 5,338,488	\$ 8,457,644		

Excess Protection, Health & Safety Projects

Excess PHS: QC Library Elevator	741301	-	31,251	581,600	5%	
Excess PHS: EC Building B Bridge Replacement	741302	-	-	228,800	0%	
Excess Protection, Health & Safety Projects Totals		\$ -	\$ 31,251	\$ 810,400		

Local Projects

EC Building B Bridge Replacement	781401	-	17,647	97,358	18%	
QC ITS Office Relocation 1,4	781402	24,392	37,446	400,000	9%	
QC Student Life Relocation	781403	-	21,235	23,000	92%	
QC Softball Field Relocation	781404	-	8,878	13,000	68%	
QC Facilities Local Refresh 1	7821	-	270,779	282,203	96%	
EC Facilities Local Refresh 1	7822	-	126,678	242,036	52%	
EC Furniture and Equipment 1	7823	-	42,522	48,918	87%	
Architect Fees - Special Projects 1	7884	-	79,116	103,943	76%	
Emergency Contingency	7805	-	2,795	340,362	NA	
Interest Revenue Earned 2	7805	-	(19,875)	-	NA	
Local Projects Totals		\$ 24,392	\$ 587,222	\$ 1,550,818		

Surplus Operating Funds

EC Instructional Equipment	791202	-	23,895	45,000	53%	
QC Instructional Equipment	791203	-	90,870	90,690	100%	X
Pool Vehicle Purchases	791205	-	149,557	149,557	100%	X
EC B125 Remodel	791401	-	-	25,000	0%	
QC Balcony Renovations	791501	-	-	700,000	0%	
Surplus Operating Funds	790000	-	-	1,070,901	NA	
Local Surplus Operating Funds		\$ -	\$ 264,322	\$ 2,081,148		

Note 1: Budget is estimated and subject to change

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

Note 3: Project on hold indefinitely. \$581,600 allocated to 741301 and \$228,800 allocated to 741302 with excess to 7890

Note 4: Budget includes FY13 operating fund surplus of \$321,449. Remaining \$78,551 will be funded by local project funds

RESTRICTED OPERATIONS & MAINTENANCE FUND

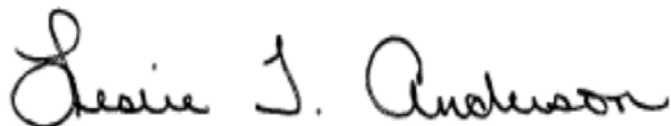
Expenditures for the month:

	Fund Number	Encumbered	Total Project Activity	2010 Bond Funds	Other Funding Sources	Total Project Budget	% Spent	Complete
2010 Bond Projects (\$20 Million) ¹								
QC1 Student Services Addition	7601	-	3,957,016	3,957,206	-	3,957,206	100%	X
QC1 2nd Floor Business Office ²	7602	-	525,075	335,075	190,000	525,075	100%	X
District Restroom Remodel - Phase I	7603	-	427,329	427,329	-	427,329	100%	X
District Restroom Remodel - Phase II	7603	-	458,815	458,815	-	458,815	100%	X
District Restroom Remodel - Phase III ³	7603	-	141,961	176,545	3,011	179,556	79%	
District Outdoor Signage	7604	-	294,195	500,000	-	500,000	59%	
District Faculty Offices	7605	-	143,719	143,719	-	143,719	100%	X
QC1 Auditorium	7606	-	535,185	535,185	-	535,185	100%	X
East Campus Auditorium	7607	-	533,977	533,977	-	533,977	100%	X
QC2 Bldg Addition ³	7608	-	4,069,067	2,881,437	1,187,630	4,069,067	100%	X
District Wind Turbine	7609	-	13,309	13,309	-	13,309	100%	X
QC1 Stairwell Upgrades	7610	-	48,365	48,365	-	48,365	100%	X
Desktop Refresh FY11-FY13	7611	-	683,487	683,487	-	683,487	100%	X
Printer Refresh FY11-FY13	7612	-	73,348	73,348	-	73,348	100%	X
Projector Refresh FY11-FY13	7613	-	167,089	167,089	-	167,089	100%	X
Banner Expansion ⁵	7614	-	542,695	-	553,415	553,415	98%	
Technology Infrastructure Refresh FY11-FY13	7615	-	795,793	810,743	-	810,743	98%	
ITS Projects FY11-FY13	7616	-	769,333	769,333	-	769,333	100%	X
Instructional Refresh	7617	-	396,206	421,026	-	421,026	94%	
QC Library Renovations ⁹	7618	6,480	52,460	800,000	40,000	840,000	6%	
District Street & Parking Repairs - Phase I	7619	-	559,752	559,752	-	559,752	100%	X
District Street & Parking Repairs - Phase II	7619	-	694,952	694,952	-	694,952	100%	X
District Street & Parking Repairs - Phase III	7619	-	484,743	579,596	-	579,596	84%	
District Wellness Facilities Update	7620	-	31,165	1,031,165	-	1,031,165	3%	
EC Science Lab Remodel ¹⁰	7621	-	2,820,148	3,010,451	-	3,010,451	94%	
EC Library Entrance	7622	-	-	50,000	-	50,000	0%	
EC Lab Remodel	7623	-	-	100,000	-	100,000	0%	
FY10 Bond Issuance Costs	7895	-	238,097	238,097	-	238,097	NA	
Interest Revenue Earned ^{6,8}	7895	-	(686,351)	0	643,340	643,340	NA	
2010 Bond Projects Totals		\$ 6,480	\$ 18,770,928	\$ 20,000,000	\$ 2,617,396	\$ 22,617,396		

2012 Bond Projects (\$20 Million) ¹								
QC Health Sciences Building	771301	-	867,705	14,900,000	285,000	15,185,000	6%	
Master Plan	771302	-	258,977	292,600	-	292,600	89%	
EC Welding and Skilled Trades Center	771303	-	289,823	3,500,000	-	3,500,000	8%	
QC Massage Therapy Remodel	771304	-	-	100,000	-	100,000	0%	
East Campus Ring Road	771305	-	25,783	620,000	-	620,000	4%	
East Campus Facility Expansion	TBD	-	-	587,400	-	587,400	0%	
Interest Revenue Earned ⁶	7894	-	(77,359)	-	(77,359)	(77,359)	NA	
2012 Bond Projects Totals		\$ -	\$ 1,364,928	\$ 20,000,000	\$ 207,641	\$ 20,207,641		

Future Bond Issuance								
Veterinary Technician Center	771501	-	17,150	-	-	-	NA	

State & Locally Funded Projects								
East Campus Parking Lot ⁴	7893	-	195,128	-	279,130	\$ 279,130	70%	
Adult Learning Center	711401	2,049	189,135	-	1,751,746	\$ 1,751,746	11%	
State & Locally Funded Projects Totals		\$ -	\$ 195,128	\$ -	\$ 279,130	\$ 279,130		



Leslie T. Anderson

Vice President for Finance

Note 1: Budget is estimated and subject to change

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

Note 3: Additional funding sources: \$1,000,000 provided by Illinois Jobs Now!, \$23,000 provided by MidAmerican Energy, \$150,000 from Fund 7825 (EBS), \$2,900

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

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

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

Note 7: Adding funding sources: \$285,000 provided by ICCB

Note 8: "Other Funding Sources" column shown net of interest amounts transferred to other funds

Note 9: Additional funding source: Interest transferred from 7895

Note 10: Additional funding sources: \$100,000 provided by DCEO. Includes expenses covered by this grant (210273).

VEBA (Plan Year 10/1/13 - 9/30/14)

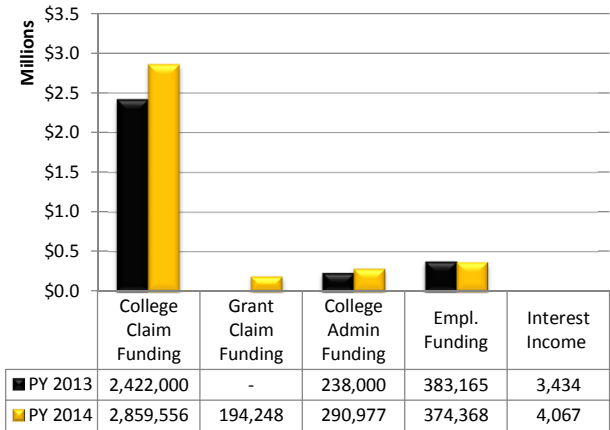
Revenue	Plan Year 2014	
	Current Month Actual	YTD Actual
College Claim Funding	401,327	2,859,556
Grant Claim Funding ²	28,477	194,248
College Admin Funding	53,191	290,977
Employee Funding - Health	34,938	245,193
Employee Funding - Retirees	9,612	74,715
Employee Funding - Dental	6,361	45,992
Employee Funding - Vision	1,190	8,468
Interest Income	668	4,067
TOTAL	535,765	3,723,216

Plan Year 2013	
Current Month Actual	YTD Actual
346,000	2,422,000
-	-
34,000	238,000
34,047	231,109
13,577	101,421
6,587	43,576
1,209	7,058
589	3,434
436,009	3,046,599

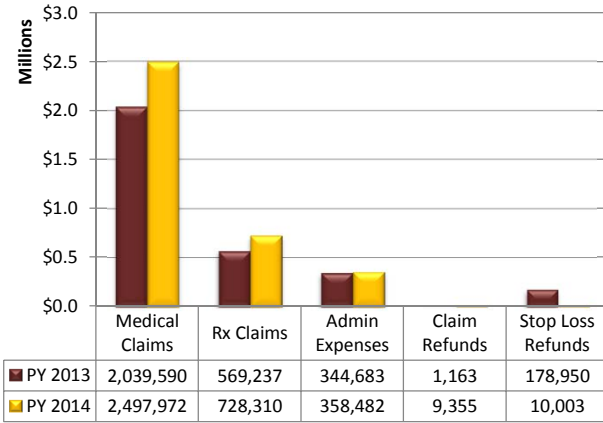
Expenses	Plan Year 2014	
	Current Month Actual	YTD Actual
Medical Claims Paid	270,829	2,497,972
Prescription Claims Paid	158,976	728,310
Administrative Expenses	53,191	358,482
VEBA Claims Refunds	-	(9,355)
VEBA Stop Loss Refunds	(2,531)	(10,003)
TOTAL	480,464	3,565,405

Plan Year 2013	
Current Month Actual	YTD Actual
366,692.29	2,039,590
78,572.70	569,237
49,158.53	344,683
-	(1,163)
-	(178,950)
494,423.52	2,773,397

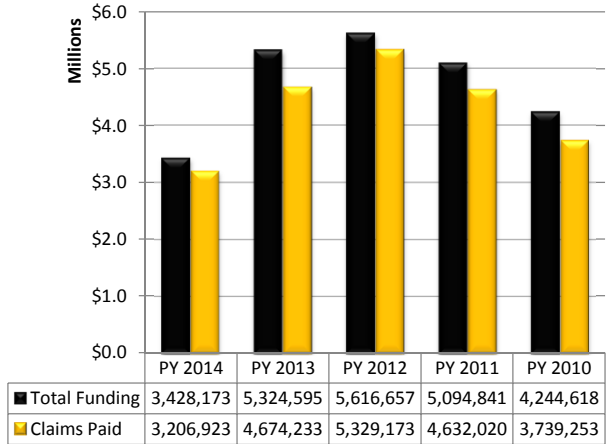
VEBA Revenue



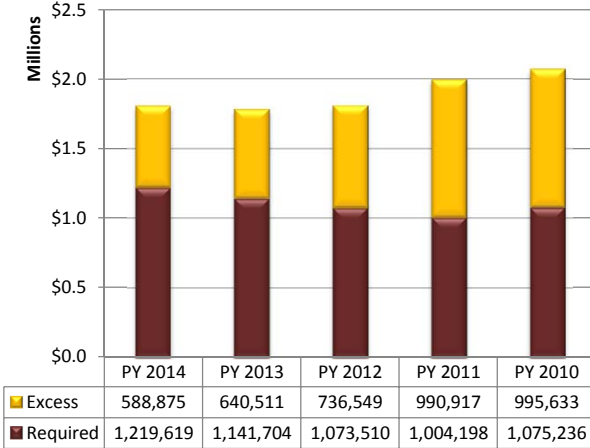
VEBA Expenses



VEBA Funding & Claims



Required vs. Average Actual Cash Balance



Note 1: Data shown represents plan years running October through September.
 Note 2: Grant Claim Funding not tracked until Plan Year 2014.

BLACK HAWK COLLEGE
RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY
FOR THE PERIOD ENDING APRIL 30, 2014

	Current Activity	Cumulative Activity	Budget
State Sources:			
Illinois Community College Board			
State Program Improvement	\$ 1,125	\$ 20,891	\$ 20,882
Early School Leaver	6,083	61,498	74,451
Dual Credit Enhancement Grant (10/1/13 - 6/30/14)	14	1,839	10,000
Health Science Center Grant	-	-	285,000
IDOT Highway Construction Careers Training Program	95,885	161,098	300,000 ³
Adult Education - Basic	17,071	169,146	210,423
Adult Education - Public Assistance	6,696	77,723	95,053
Adult Education - Performance	13,799	158,439	202,076
Illinois State Board of Education			
Truants' Alternative Education	13,294	131,645	167,538
Growing Ag Science Teachers (2/20/14 - 8/31/14)	-	-	14,000
Illinois Coalition for Immigrant and Refugee Rights			
The New Americans Initiative Training	2,586	10,185	18,132
Secretary of State			
FY14 Adult Volunteer Literacy	4,882	45,893	59,000
FY14 Family Literacy/Moline Center	4,095	23,979	35,000
FY14 Family Literacy/Church of Peace Upper Division	3,187	24,991	35,000
FY14 Family Literacy/Church of Peace Lower Division	3,391	26,060	35,000
Department of Commerce and Economic Opportunity			
Small Business Dev. Center & Int'l Trade Center State Grant 01/01/14 - 12/31/14	6,263	24,461	80,000
Procurement Technical Assistance Center 07/01/13 - 06/30/14	3,247	32,226	39,000
Grant Program Mgmt 01 - Science Lab Remodel (EC)	-	100,000	100,000
Employer Training Investment Program / Multi - Company Program (Small - Midsize Company)	-	-	152,000
Illinois State Financial Aid			
Illinois Student Assistance Commission - MAP	15,431	746,030	750,000 ¹
Illinois Veterans Grant	521	521	- ⁴
Dept. of Vocational Rehabilitation	81	46,234	46,234 ²
Illinois National Guard	-	-	- ⁴
Policeman/Fireman Survivor Grant	-	-	- ²
MIA/POW	-	-	- ⁴

	Current Activity	Cumulative Activity	Budget
Cash Match Funds:			
Small Business Dev. Center & Int'l. Trade Center - State Grant 01/01/14 - 12/31/14	5,032	18,222	77,500
Small Business Dev. Center & Int'l. Trade Center - Federal Grant 01/01/14 - 12/31/14	5,044	20,045	77,500
Procurement Technical Assistance Center	7,009	45,370	55,500
Employer Training Investment Program / Multi - Company Program	-	-	138,637

¹ Award amount is estimated based on current activity

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

³ Award originally State and Federal split, however ICCB recently indicated grant may be 100% State funded

⁴ No funds appropriated in the current year

**BLACK HAWK COLLEGE
RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY
FOR THE PERIOD ENDING APRIL 30, 2014**

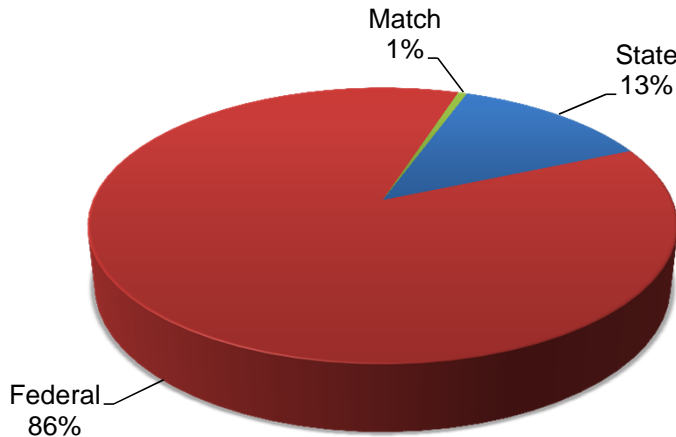
	Current Activity	Cumulative Activity	Budget
Federal Sources:			
Department of Education			
Strengthening Institutions 10/1/2013 - 09/30/2014	\$ 30,524	\$ 374,120	\$ 561,989
PELL	(29,099)	7,653,129	8,000,000 ¹
College Work Study	20,564	142,558	113,003
SEOG	(75)	142,875	142,875
Direct Loans	14,511	3,105,397	3,500,000 ¹
Adult Education Federal Basic	15,364	138,599	188,573
EL/Civics	3,326	25,569	34,524
Carl Perkins Grant	19,049	222,897	276,727
Student Support Services 09/01/13 - 8/31/14	21,002	237,575	305,881
Adult Education & Family Literacy - ICAPS	-	5,000	5,000
Career & Technical Education - ICAPS	600	4,844	5,000
Local Programs of Study Implementation	36	538	5,000
Department of Labor			
Workforce Investment Act - Training for Employment and Academic Mastery	5,692	55,221	75,600 ²
ESL for Seaford Employees	1,308	17,036	19,019 ¹
Department of Health and Human Services			
Refugee Social Services	2,791	27,889	42,063 ²
Veterans' Administration Rehabilitation	-	42,813	42,813 ²
Department of Transportation			
IDOT Highway Construction Careers Training Program	-	-	- ³
Department of Defense			
Procurement Technical Assistance Center 07/01/13 - 06/30/14	3,021	29,130	35,000
Small Business Administration			
Small Business Dev. Center & Int'l Trade Center Federal Grant 01/01/14 - 12/31/14	6,547	46,417	80,000
Department of Veterans' Affairs - GI Bill			
	1,213	143,209	143,209 ²

¹ Award amount is estimated based on current activity

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

³ Award originally State and Federal split, however ICCB recently indicated grant may be 100% State funded

Restricted Purpose Funding Source Analysis



Black Hawk College
Statement of Cash Position
April 30, 2014

Account	Bank	Yield	Maturity	Book Balance	Reconciling Items	Bank Balance
Education Fund	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 6,851,502	\$ 18,595	\$ 6,870,097
	US Bank	0.012%	On Demand			
Operations and Maintenance	Quad City Bank & Trust, Moline	0.50%	On Demand	370,877	14,298	385,175
Auxiliary Fund	Quad City Bank & Trust, Moline	0.50%	On Demand	(1,939)	11,897	9,958
Payroll	Quad City Bank & Trust, Moline	0.50%	On Demand	(71,591)	92,232	20,640
Subtotal Operating & Auxiliary Funds				\$ 7,148,849	\$ 137,020	\$ 7,285,870

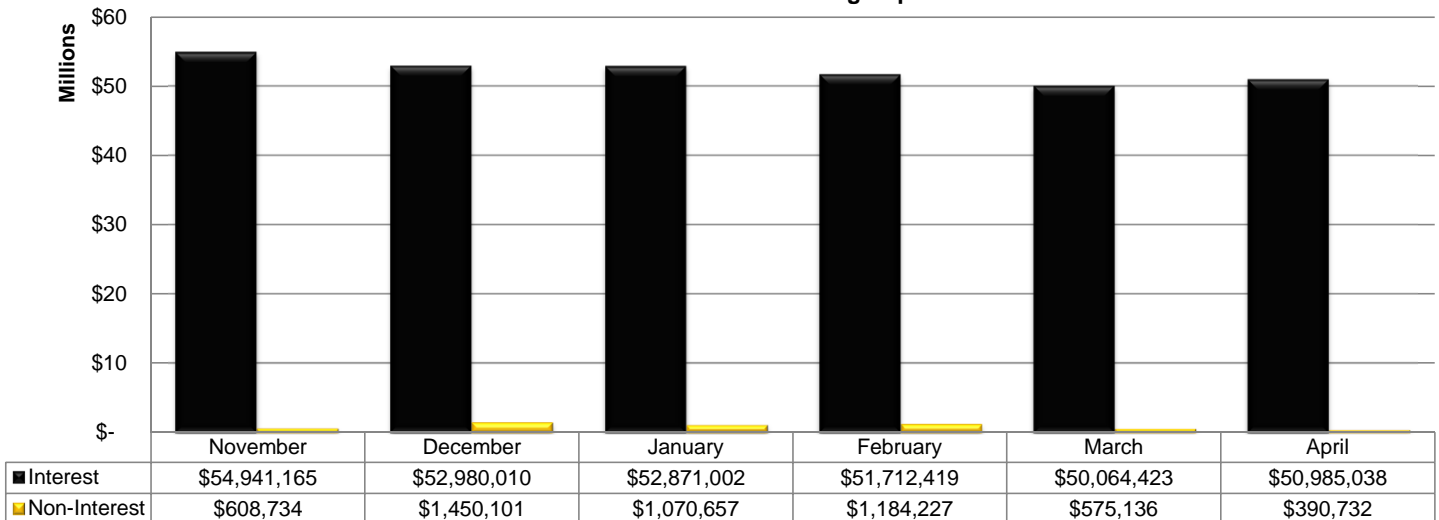
Audit Fund	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 162,018	\$ -	\$ 162,018
Liability, Protection & Settlement	Quad City Bank & Trust, Moline	0.50%	On Demand	1,330,000	8,702	1,338,702
Restricted Funds	Quad City Bank & Trust, Moline	0.00%	On Demand	378,012	12,721	390,732
Subtotal Restricted Funds				\$ 1,870,029	\$ 21,423	\$ 1,891,452

2012 Bond Proceeds	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 18,704,728	\$ -	\$ 18,704,728
2012 Bond and Interest	Quad City Bank & Trust, Moline	0.50%	On Demand	401,993	-	401,993
2010 Bond and Interest	Quad City Bank & Trust, Moline	0.50%	On Demand	168,984	-	168,984
2010 Bond Proceeds	Quad City Bank & Trust, Moline	0.50%	On Demand	1,698,456	(100,000)	1,598,456
Plant Funds - PHS & Local Projects	Quad City Bank & Trust, Moline	0.50%	On Demand	6,003,118	100,000	6,103,118
Subtotal Operations & Maintenance Restricted Funds				\$ 26,977,278	\$ -	\$ 26,977,277

Working Cash Fund - Restricted	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 10,194,190	\$ -	\$ 10,194,190
Working Cash Fund - Unrestricted	Quad City Bank & Trust, Moline			2,901,616	-	2,901,616
VEBA Insurance Fund	Quad City Bank & Trust, Moline	0.50%	On Demand	1,879,079	-	1,879,079
For Deposit Only	Quad City Bank & Trust, Moline	0.50%	On Demand	-	35	35
Electronic Payments	Quad City Bank & Trust, Moline	0.50%	On Demand	-	212,818	212,818
Section 125	Quad City Bank & Trust, Moline	0.50%	On Demand	33,432	-	33,432
Subtotal Other Funds				\$ 15,008,317	\$ 212,854	\$ 15,221,171

Total Cash Position **\$ 51,004,474** **\$ 371,297** **\$ 51,375,770**

Interest vs. Non-Interest Bearing Deposits



**BLACK HAWK COLLEGE
STATE MONIES RECAP
FISCAL YEAR 2014
AS OF APRIL, 2014**

Description	Agency	Funds Allocated	Funds Received to Date	Funds Available	Funds Currently Due	Months Outstanding
Operating Funds - FY14						
Base Operating (Ed Fund)	ICCB	\$ 3,274,197	\$ 2,182,798	\$ 1,091,399	\$ 545,699	MAR - APR
Base Operating (O&M Fund)	ICCB	623,656	415,771	207,886	103,943	MAR - APR
Equalization	ICCB	3,264,676	2,176,451	1,088,225	544,113	MAR - APR
Career & Tech Ed.	ICCB	282,946	141,473	141,473	94,315	JAN - APR
Total Operating Funds		\$ 7,445,475	\$ 4,916,492	\$ 2,528,983	\$ 1,288,070	
Restricted Funds - FY14						
Adult Education - State Basic	ICCB	210,423	157,817	52,606	17,535	APR
Adult Education - Performance	ICCB	202,076	151,557	50,519	16,840	APR
Adult Education - Public Assistance	ICCB	95,053	71,290	23,763	7,921	APR
Program Improvement	ICCB	20,882	20,882	-	-	NONE
Early School Leaver	ICCB	74,451	74,451	-	-	NONE
Dual Credit Enhancement Grant (10/1/13 - 6/30/14)	ICCB	10,000	10,000	-	-	NONE
Health Science Center Grant	ICCB	285,000	-	285,000	-	NONE
IDOT Highway Construction Careers Training Program (NOTE 5)	ICCB	300,000	-	300,000	161,098	DEC - APR
The New Americans Initiative	ICRRR	18,132	3,974	14,158	6,211	JAN - APR
Small Business Development Center (SBDC) 1/1/13-12/31/13	DCEO	40,000	40,000	-	-	NONE
International Trade Center 1/1/13-12/31/13	DCEO	40,000	40,000	-	-	NONE
Small Business Dev. Cntr. & Int. Trade Center 1/1/14-12/31/14	DCEO	80,000	-	80,000	24,461	JAN - APR
Procurement Technical Assistance Center	DCEO	39,000	27,990	11,010	4,236	JULY - APR
Grant Management Program 01 (EC Science Lab Addn.)	DCEO	100,000	100,000	-	-	NONE
Employer Training Investment Program/Multi-Company Program	DCEO	152,000	-	152,000	-	NONE
Optional Ed	ISBE	167,538	117,278	50,260	14,367	APR
Growing Ag Science Teachers (2/20/14 - 8/31/14)	ISBE	14,000	-	14,000	-	NONE
Literacy is for Everyone (LIFE)	SOS	59,000	59,000	-	-	NONE
Family Literacy	SOS	105,000	105,000	-	-	NONE
MAP	ISAC	750,000	730,676	19,324	15,355	MAR - APR
Illinois Veterans Grant	ISAC	NONE	-	-	196,810	NONE
Illinois National Guard	ISAC	NONE	-	-	62,301	NONE
Department of Vocational Rehabilitation	IDHS	46,234	43,399	2,835	2,835	MAR - APR
MIA/POW	ILVA	NONE	-	-	14,683	NONE
Total Restricted Funds		\$ 2,808,789	\$ 1,753,313	\$ 1,055,476	\$ 544,652	
Grand Total		\$ 10,254,264	\$ 6,669,806	\$ 3,584,459	\$ 1,832,722	

NOTES:

1. ICCB funding is appropriated annually and accrued by the College monthly.
2. ISAC awards for student financial aid are accrued as amounts are credited to student accounts.
3. Months outstanding includes the current month's activity to date for those grants operating on a reimbursement basis.
4. \$1,000,000 of fiscal year 2012 funding currently due from Illinois Jobs Now for Quad City location.
5. Awarded \$300,000 from State and Federal funds; however currently ICCB reported all IDOT grant funds as state-funded with no anticipation of federal funds.

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

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

Merchant Spend Dashboard

Monitor. Control. Optimize.

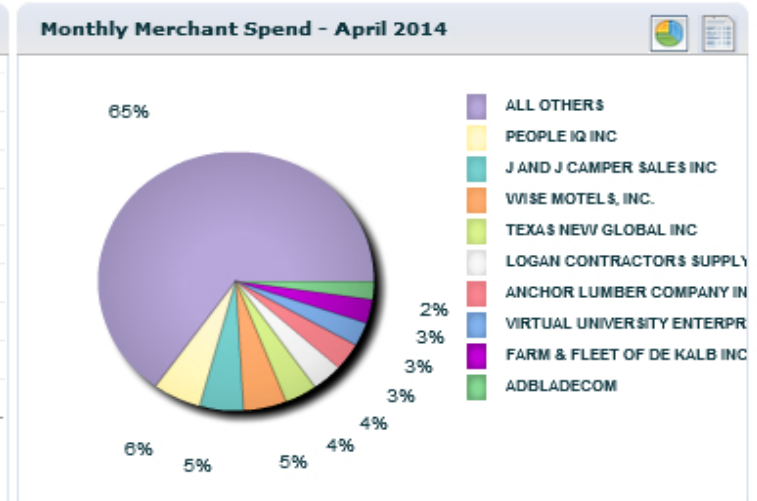
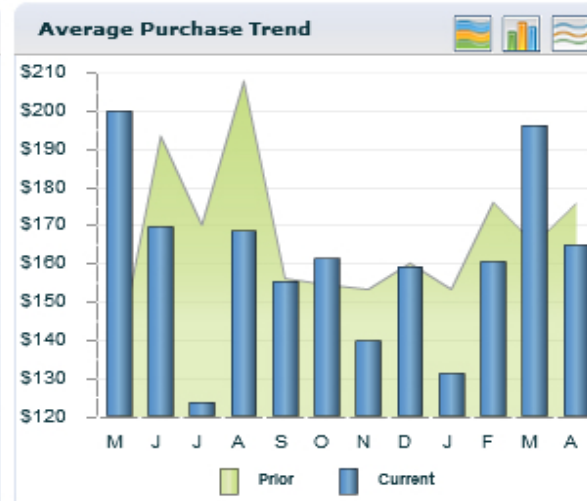
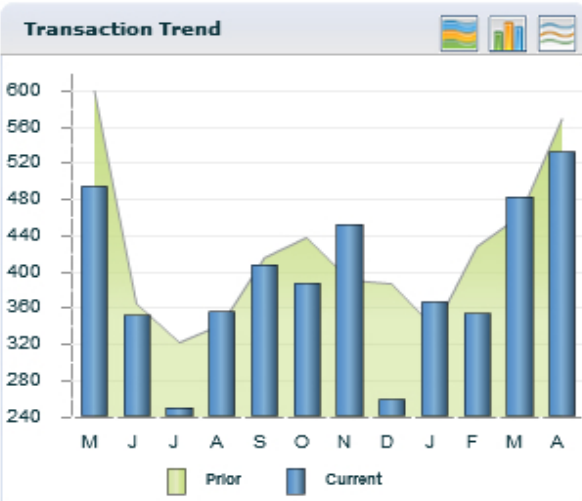
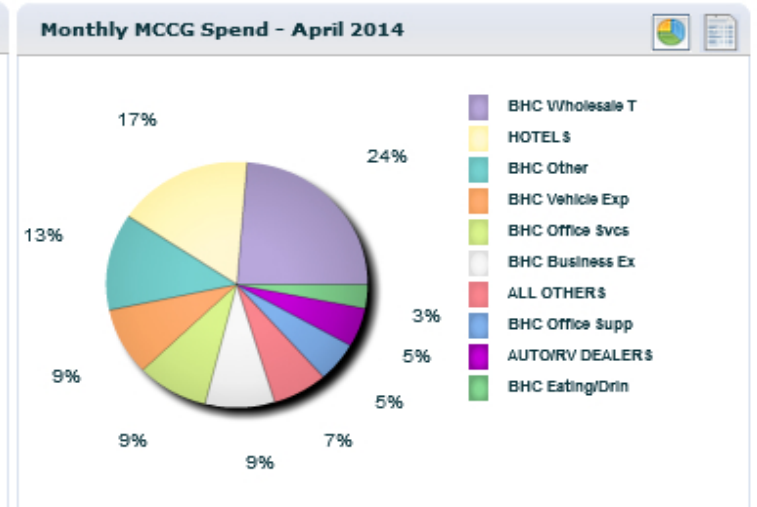
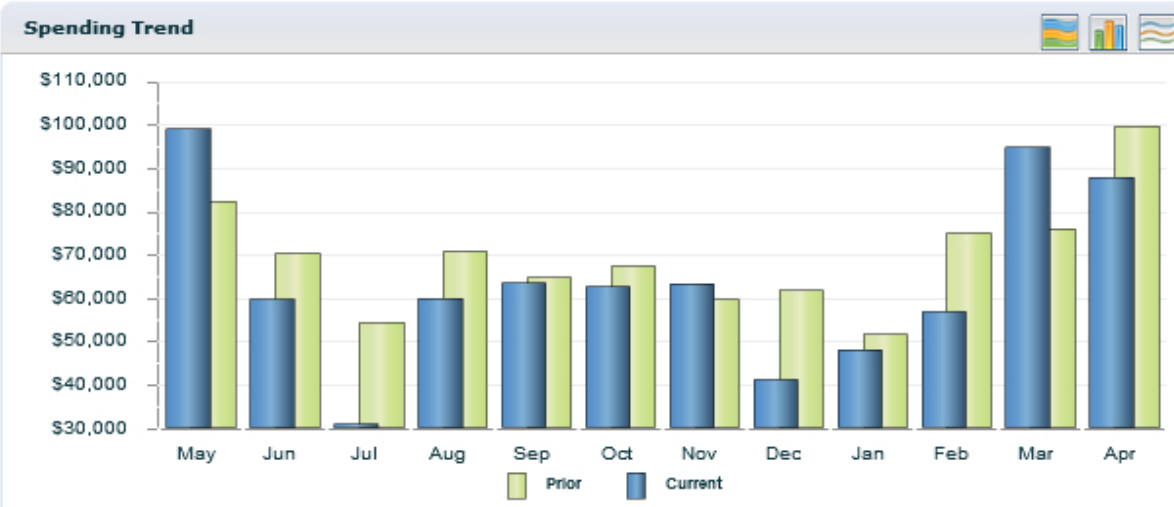
Analyzing your program's performance is integral to its overall success. The Dashboard enables you to quickly and easily see your organization's recent activity, and compare it to prior periods.

Select a Hierarchy Level: ▼

- Monthly
- Quarterly
- Annually
- Year-to-Date

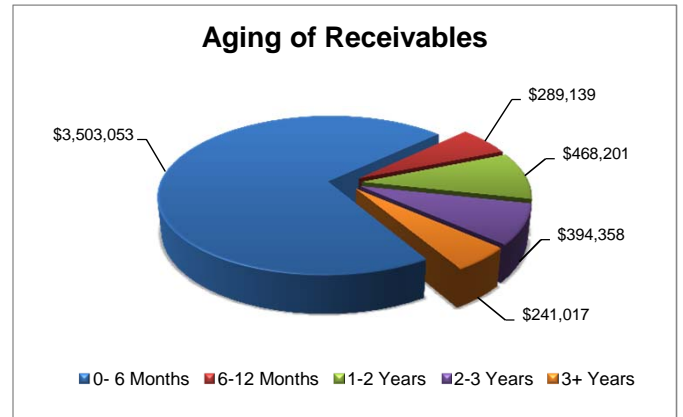
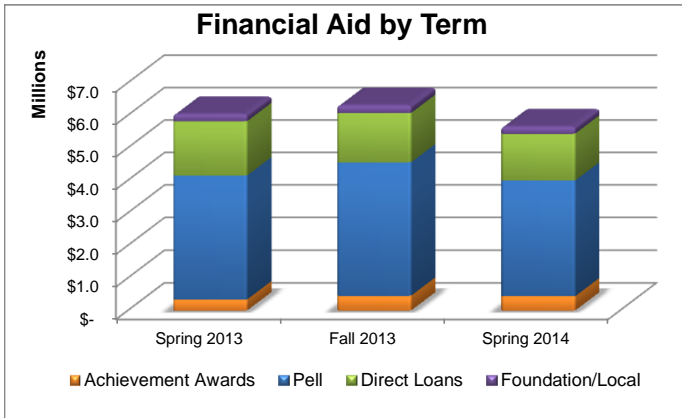
Monthly Snapshot - April 2014

Metric	Current	Prior	Change	% Change
Spending	\$88,207	\$100,066	(\$11,858)	(11.85)%
Transactions	534	569	(35)	(6.15)%
Average Purchase	\$165.18	\$175.86	(\$10.68)	(6.07)%



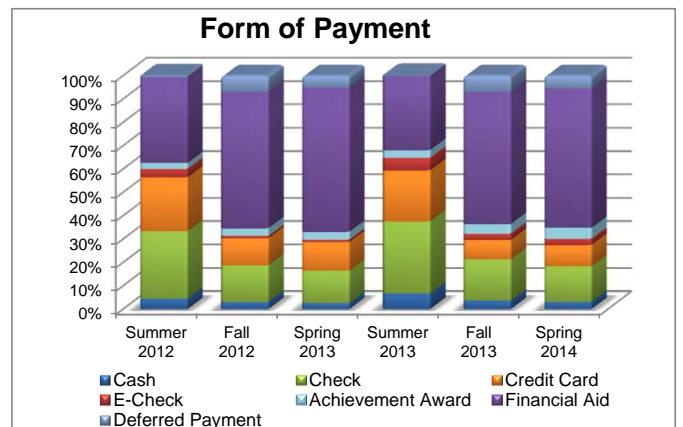
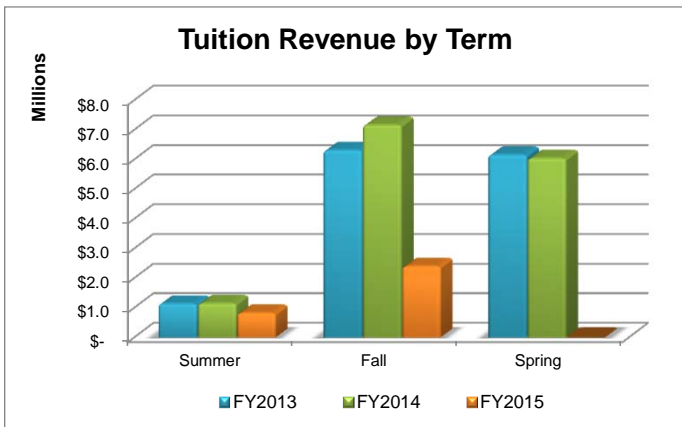
Black Hawk College Student A/R at a Glance as of April 30, 2014

Total Accounts Receivable: \$ 4,895,768
of Students with a Balance: 4,823
Average Balance: \$ 1,015



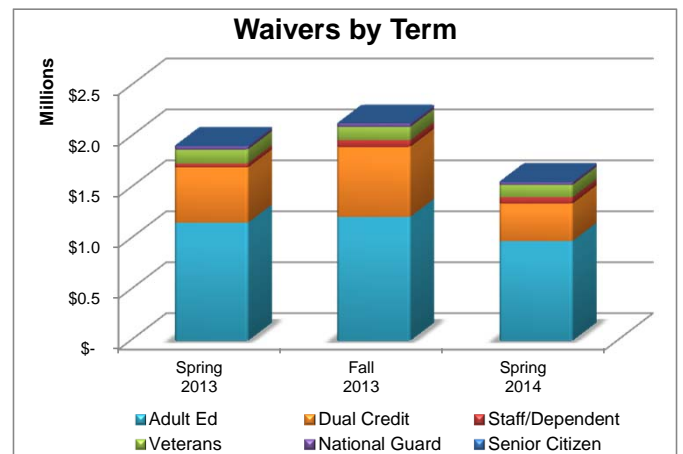
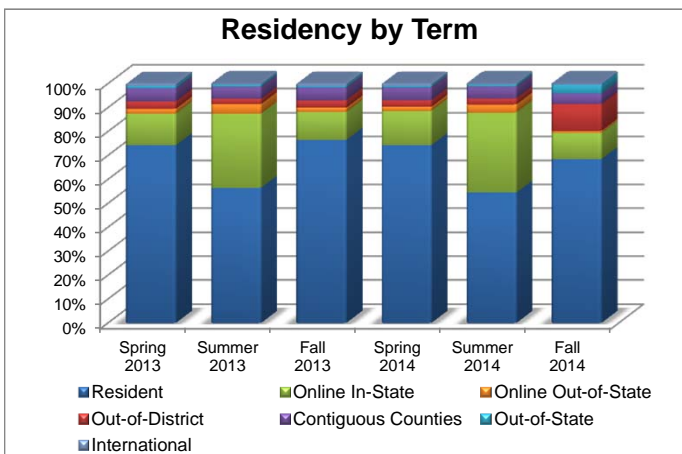
	Spring '13	Fall '13	Spring '14
Total \$ Refunds:	\$2,802,945	\$2,757,101	\$2,500,068
# of Refunds Processed:	2,815	3,494	2,781
Average Refund:	\$ 996	\$ 789	\$ 901

	Spring '13	Fall '13	Spring '14
Cash/Check:	\$ 1,655,519	\$ 2,402,469	\$ 1,754,313
Credit Card:	1,239,265	934,351	868,287
Financial Aid:	\$ 6,218,298	\$ 6,388,524	\$ 5,693,446
Local Debt Recovery Offsets:	-	-	\$ 25,724



	Spring '13	Fall '13	Spring '14
# of Adult Ed Waivers	5,534	4,735	3,856
Adult Ed Waiver \$	\$1,158,354	\$1,215,496	\$ 979,616

	Spring '13	Fall '13	Spring '14
Total # of Waivers:	6,727	6,247	4,876
Tuition Waiver Fee \$:	\$ -	\$ 61,526	\$ 60,150



2014 Safety Committee Summary Report

Date: May 5, 2014
To: Leslie Anderson
From: Risk Management
Re: February 1 – April 30, 2014 Activity Report

Accomplishments and Activities

1. Safety meetings were held February thru April.
2. Risk Management suggested each Safety Committee be responsible for a monthly “safety tip” that could be shared with all College staff. A schedule was created with the first monthly tip beginning in March. Risk Management will be responsible for proofing the tip, adding a disclaimer and submitting it for publication in the monthly employee newsletter.
3. Risk Management invited Disabilities Coordinator, Susan Sacco, to attend the Safety Committee meeting and share tips and information from the Disability Services Department.
4. The Police Department’s Key Policy and Procedure was reviewed and signed off of by the Safety Committee members with a couple of suggestions.
5. The QC pool was reviewed and pictures taken by the Risk Management Department due to damage sustained in the Grounds Department and incident was shared with the committee.
6. East Campus reported that all egress maps and emergency booklets were posted in classrooms and common areas. The Quad Cities’ Campus is working on this project now. The committee praised the Police Department for their work on the emergency booklets.
7. The Police Department reported on the Rape Aggression Defense System (RAD). The SGA reported that there were several interested but only one student signed up. The class will be promoted at a later date and would need 5-10 participants for each class.
8. The SGA reported providing Tai-Chi training. They have plans to offer more training in the fall semester.
9. East Campus created monthly inspection sheets for ladders, fire extinguishers, battery and emergency generators, eye wash and shower stations, emergency lights, and exit signs. These inspections are required and will be done at all campuses thru the Facilities Departments. Any issues will be reported using the facilities work order system.
10. The committee has discussed a Safety Manual and it would consist of all of the programs that have been created such as; Lock Out Tag Out, Hazard Communications, Blood Borne Pathogens, ARC Flash, Hot Work, Lab Chemical Hygiene Plan and Emergency Plan, etc. The Safety Manual will serve a place for where all of the safety programs will reside and can be accessed by all employees.
11. The QC SGA conducted a safety survey with students, staff, and faculty based on A.L.I.C.E. (alert, lockdown, inform, counter, evacuate) training and how safe they felt on campus. It was reported that these results were shared with administration.
12. It was suggested that ALICE training also be part of the new employee orientation. The Police Department is going to discuss this with HR.
13. Training on the new Stryker chairs was discussed. The Police Department will discuss training and who should be trained.

2014 Safety Committee Summary Report

14. After the hard winter, there are many potholes. It was discussed that these would be a priority to fix and any that couldn't be fixed immediately would be spray painted around the perimeter of the hole until it could be fixed. This also applies to the sidewalks.
15. A couple of SHARPS containers are needed in the restrooms in QC-3. One of the committee members is taking care of that request.

Training provided February 1 – April 30, 2014 and participating departments

Training Modules	Completed Date	Represented Departments	Total Trained
Ladder Safety	Various	Facilities; EC and QC Departments IT Department	15 and ongoing
Webinar on ADA	3/5/14	Risk Management	2
NIMS Training-2 modules	3/1/14	Risk Management	2
Disability Services	4/17/14	Safety Committee	6
Chemical Inventory	4/15/14	EC Lab	1

Accident/Incident Claims for February 1 – April 30, 2014

Feb	Mar	Apr	Reported	*Not Reported	Total	Accidents and Descriptions
0	0	2	2	0	2	Athlete 1. Reported – Baseball player hit in face by pitch (QC) 2. Reported – Basketball player hurt knee when dribbling (EC)
2	0	2	0	4	4	Student 1. Not Reported - Student missed chair on wheels, bruised lower spine (QC) 2. Not Reported - Student accidentally cut finger preparing breakfast (QC Villa) 3. Not Reported – Student welding; metal shaving bounced between safety glasses and went into eye (QC) 4. Not Reported – Student requested ambulance when found in hallway as she was very light headed with blurred vision (QC)
0	0	0	0	0	0	Visitor
0	1	1	1	1	2	Employee 1. Not Reported – Employee loading stage, dropped on foot (QC) 2. Reported – Employee hurt right shoulder when practicing basketball (QC) Note: Claim was submitted in March for mid-January accident
0	1	0	1	0	1	Vehicle An EC employee operating a BHC vehicle backed into an employee's truck
2	2	5	4	5	9	Total Accidents

*Not Reported – Indicates the injury was not reported to insurance carrier for coverage



East Campus Update

Board of Trustees

May 2014

Prepared by Chanda Dowel, VP of East Campus

Academic Programs

- ☛ GED classes end the last week of June for a summer break. We are working with our volunteer tutors on a pre-welding GED class with a focus on technical math, measurement, metrics and welding symbols.
- ☛ Media releases, radio appearances, brochures, and a health care information session are being used to introduce the Medical Coding Specialist and Medical Billing Specialist Certificates to the East Campus area.
- ☛ The Medical Assisting Program had its first Kewanee “pinning” program at the CEC on May 13 with over 60 people attending. Students are pinned after they have completed their course work but not necessarily their internship. There are 15 students who completed these requirements.
- ☛ The Illinois Migrant Council (IMC) held a “fair rent” program at the CEC on May 13. Participants learned both landlord and tenant rights. The IMC staff requested to work with BHC to develop “pre-programs” to help their clients acquire basic learning skills to help them be successful in full length skills classes – either college credit or PaCE classes. They are also interested in developing training which could be regional but would be offered at the CEC. We will pursue these opportunities.
- ☛ The new “Welding and Skilled Trades Center” is generating considerable interest with the public visiting the CEC. Multiple individuals have come into the CEC and then been very excited to learn about the convenience of the new classes. This is a draw for individuals who resist traveling to campus but who are interested in attending at the new facility. At the same time, this type of student has difficulty persisting through a complete semester. The new pre-welding GED class and other “pre-programs” for the Illinois Migrant Council and Partners in Job Training and Placement will help with this.
- ☛ Professor John Hartman will continue as East Campus Faculty Senate President. The remaining officers will be elected in the fall.
- ☛ Vice President Truitt continues to communicate proposed changes in the Illinois Community College Board’s dual credit administrative rules being discussed at the statewide Chief Academic Officers meetings and we continue with district-wide conversations on how the College may have to adjust its adjunct competency list in response. This could have a negative impact on both dual and on-campus enrollments.

Recruiting

- ☛ Hosted our annual Spring Ag Visit Day with over fifty high school students from six different states and more than 100 people in attendance. We also conducted Compass testing and advisor meetings on that day as well to help students who had traveled long distances.
- ☛ Attended The Midwest Horse Fair in Madison, Wisconsin. There were almost 55,000 people in attendance.
- ☛ Continued with approximately 15 on campus visits.
- ☛ Hosted a campus visit with Geneseo High School students.
- ☛ Attended several local high school dual-credit informational meetings with Jeanine.
- ☛ Attended the Illinois Farm Bureau FFA Conference as an exhibitor in Springfield, Illinois.
- ☛ Several groups of students from local high schools (Wethersfield and Henry/Stark Counties special education district) visited to tour the campus, meet with advisors, and get signed up for classes.
- ☛ Visited United Township High School to meet with auto repair students.
- ☛ In June we will recruit at the Indiana and Illinois FFA Conventions.



East Campus Update

Board of Trustees

May 2014

Prepared by Chanda Dowel, VP of East Campus

Facilities

- ☛ Submitted final applications through SEDAC for Department of Commerce and Economic Opportunity's Energy NOW Grant.
- ☛ Determined final design for Library Storefront Project. We were able to use the Illinois Community College System Procurement Consortium to identify a vendor at a lower price point. The cost of the project is \$21,044.
- ☛ Repaired air leak in Waste Water Treatment Plant.
- ☛ Repaired issue with sanitary sewer.
- ☛ Preparing for Building A Upper HVAC Unit Replacement and Building B Pedestrian Bridge Replacement.
- ☛ Finalized input for Veterinary Technology Center feasibility study and chemistry-to-computer lab conversion.
- ☛ Work continues on punch list items for HVAC Upgrades Project and the Science Lab Addition.
- ☛ The Foundation committee (e4e campaign) met to provide feedback on imagery to the artist for the science wing artwork.

Student Services and Activities

- ☛ SGA hosted the annual Spring Fling picnic luncheon and student engagement activity. Students were treated to Subway lunches while cheering their friends on as they sang along to live-band karaoke.
- ☛ Auto Mech Club hosted a movie night in the Auditorium and invited the entire student body to watch *Smokey and the Bandit* while munching on popcorn.
- ☛ Ag Business Club hosted "Aggie Idol" where several current students performed various songs from country to rap to rock-and-roll.
- ☛ Ag Business Club hosted a softball tourney that took place at the Kewanee Park District during an evening of beautiful weather. Current students, faculty and staff and former East Campus Alumni formed several teams and battled it out for the title of grand champion softball team.

**Marketing and Public Relations Report
May 2014**

Report by John Meineke, Director of Marketing & Public Relations

- Dual credit and dual enrollment represents a significant percentage of our credit hours each spring and fall. Approximately 12% of our typical August enrollment is from high school students who graduated in May. Many of these students experienced Black Hawk College through dual credit classes. To support dual credit growth we completed a video commercial which will run on network and cable TV stations in May.
- This academic year has been very busy for marketing and public relations events. The department put on or supported approximately two dozen major events this year including groundbreaking and ribbon cuttings, state and local elected officials, Chamber of Commerce events, retiree coffees, adjunct faculty fairs and media events.
- Akiko Edmondson has announced her retirement at the end of May. Akiko started at BHC as a part-time graphic designer in 1996 and became fulltime in 1997. Over her career, she has won numerous Medallion (Midwest District) and Paragon (National) awards through the National Council for Marketing and Public Relations.
- There were more than 100,847 visits to the College homepage in April. Page views totaled just over 86,800 for the month. Visits to our mobile site to a total of 23,437. Facebook “likes” rose to 2,705 in April.
- We continue to monitor more than 170,000 online news outlets and social media sites to capture the number of times the college is mentioned online and the value these mentions have in equivalent advertising dollars. The advertising value for April was \$90,738, and we continue to realize more than \$1 million per year in equivalent advertising (no cost) value from our PR efforts. We identified more than 9 million unique visitors who read content online featuring BHC during the month.



BLDD Architects, Inc.

5183 Utica Ridge Road, Davenport, Iowa 52807

Phone: 563-359-5777

Black Hawk College Progress Meeting

Time: 10:00 am
Date: Thursday, May 15, 2014
Place: Black Hawk College

Purpose:

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

Agenda:

1. PROJECTS IN PLANNING

a. East Campus Vet Tech Building

- i. Exterior three dimensional building images will be sent to BHC this week. Design and budget will be put together for the board meeting next week.
- ii. The design work will be split into two phases due to funding requirements:
 1. DD and CD phases
 2. Bidding and Construction Administration
 3. The project will be out for bid this Winter.

2. PROJECTS IN DESIGN

a. Ring Road at East Campus

- i. Design is nearing completion, but timeline has been adjusted again due to permitting. We have recommended moving the bid acceptance back to the July meeting (special meeting) to ensure that all work required for these permits is taken into account in the documents and the bids. Below is a summary of the permitting status from the civil:
 1. *USACE Section 404 (wetlands). Mike Harnung delayed the submittal to the corps because the initial findings were inconclusive, meaning we would exceed the Nationwide Permit limits. This would require a full permit, offsetting wetland creation or a wetland bank, and associated delays. The return investigation yielded more definitive results and we are now of the opinion a nationwide permit is applicable at this site. We are proceeding with an application for the Linear Transportation NWP. This is clearly a more favorable position for the college. **It will be 45 days to clear estimated.***
 2. *SHPO- Fever River's field work did not yield any significant evidence, and the report will be delivered to the State Historic Preservation Officer by Fever River by May 16th. **Estimate end of May for site clearance.***
 3. *IDOT- the IDOT revised their requirements for this on April 2nd. We modified our submittal and had to add justification for the college to get*

a second access. The state understood the ring road but wanted to consider at least the option of creating it complete without using their road. I sited safety and maintenance access as the two basic reasons. We also sent in traffic and some preliminary design comments as of last week of April. I will follow up to see if we are "administratively complete" but have not received a response as of this writing.

b. **East Campus Building B Lab Remodel**

- i. Schematic designs being reviewed by college. A meeting is scheduled for May 22 to get approval to move forward. We will look to accept bids at July meeting (special meeting).

c. **Quad Cities Campus Building 1 Balcony Remodel**

- i. The project is currently on hold pending board approval on 5/22.
ii. The scope of the project has been reduced to a 3,000 sf renovation with a total project cost of \$400,000. No work will be done in the current TLC space.
iii. Project will be bid similar to the IT Remodel with the College self-performing the demolition, electrical, and finishes work.
iv. The work will be done in the Fall Semester with move in scheduled for this winter.

3. PROJECT IN BIDDING/PRE-CONSTRUCTION

a. **Building 2 Lab 214 Remodel BHC#731104-780103-58408-78, BLDD# 102UX18.402**

- i. Project funding – the project will be funded from two different sources:
1. PHS FY 2012, Project IX,
 - a. Construction Budget: \$55,700 (includes abatement)
 - b. Contingency: \$5,600
 - c. A/E Fee: \$6,100
 2. Additional funding for casework replacement
 - a. Construction Budget: \$40,000
 - b. Contingency: \$4,800
 - c. A/E Fee: \$5,000
 3. Construction Costs:
 - a. Total Construction estimate: \$95,700
 - b. TH 5/1/14 Low Bid: \$89,895 (Precision Builders)
 - c. Low bid cost does not include abatement (by others)
 4. Project schedule:
 - a. Summer 2014 Construction.

b. **Quad Cities Campus Building 1 Library Renovation BHC# 73120-780103-58408-78**

- i. Project funding – the project will be funded from three different sources:
1. PHS FY 2012, Project IX, Quad Cities Campus Building 1 Curtain Wall (BLDD # 115UX11.407) Replacement:
 - a. Construction Budget: \$255,000
 - b. Construction Bids: \$212,900
 - c. A/E Fee: \$23,800
 - d. Reimbursable allowance: \$500
 2. QCC Building 1 Library Elevator – funded through 2013 excess PHS
 - a. Construction Budget: \$491,900

- b. Construction Bids: \$404,510
 - c. A/E Fee: \$40,000
 - d. Reimbursable allowance: \$500
 - 3. QCC Building 1 Library Renovation– bond funds
 - a. Construction Estimate: \$545,000
 - b. Construction Bids: \$447,090
 - c. A/E Fee: \$38,000
 - d. Reimbursable allowance: \$500
 - 4. Overall project costs:
 - a. Total construction estimate: \$1,291,900
 - b. Total construction bids (includes alternate 1): \$1,064,500 (Precision)
 - c. Contingency will be increased for the elevator portion of the project due to the possibility of unforeseen conditions here.
 - ii. Schedule:
 - 1. Pre-Construction meeting was held on 3/25.
 - 2. First coordination meeting was May 6th at 10:30 am. Meetings will occur weekly throughout construction.
 - 3. Precision has started to send out shop drawings.
 - 4. Library furniture meetings began 3/10/14. Furniture bid package was released on April 9th.
 - 5. End Panels – Low Bidder LFI (Library Furniture International) \$33,151.56
- c. **Quad Cities Campus Building 4 Elevator Upgrades BHC# 731102-780103-58408-78, BLDD # 102UX18.409**
 - Project funding:
 - 1. PHS FY 2011, Project II, Part A.5, Building 4 Elevator Upgrade at QCC
 - a. Construction Budget: \$90,000 (does not include contingency)
 - b. Construction bids: \$161,800 (CPI of the Midwest)
 - c. Voluntary VE by GC: -\$6,715
 - d. Revised Construction total: \$155,085
 - e. Construction Contingency (10%): \$15,500
 - f. A/E Fee: \$9,900
 - g. (\$249,947.93 remains from PHS FY 2011 Project II)
 - h. Building 4 elevator will be partially funded through excess PHS.
 - ii. Schedule:
 - 1. Pre-construction meeting was held on March 27th.
 - 2. Delivery is scheduled for the second week of June and is scheduled to last 2-3 weeks. Shop drawings have been received and reviewed.
- d. **East Campus Building B Bridge Replacement, BHC# 741302-780103-58408-78, BLDD # 135UX05.400**
 - i. Project update:
 - 1. Project budget – funded through 2013 excess PHS
 - a. Construction Budget: \$197,500
 - b. Bid results: CPI of the Midwest was the lowest bidder at \$159,156.
 - c. Construction Contingency: \$15,900
 - d. A/E Fee: \$9,500
 - e. Reimbursable allowance: \$500
 - 2. Project update:
 - a. Construction/demolition to begin 5/19. Steel shop drawings were received late last week and are being reviewed. First progress

meeting was held 5/13 at BHC East Campus, to touch base prior to construction beginning. Typical progress meetings will then be held on Thursdays at 2pm beginning 5/22.

e. **Outreach Center Elevator Upgrades, BHC# 731401-780103-58408-78, BLDD # 135UX15.400**

Project funding:

1. PHS FY 2014, Project I, Building 4 Elevator Upgrade at QCC
 - a. Construction Budget: \$286,000 (does not include contingency)
 - b. Construction bids: \$401,791
 - c. Voluntary VE by GC: -\$15,817
 - d. Revised Construction total: \$385,974
 - e. Construction Contingency (10%): \$38,600
 - f. A/E Fee: \$23,000
 - g. Reimbursable allowance: \$500
 - h. Outreach elevators will be partially funded through excess PHS.
- ii. Schedule:
 1. Pre-construction meeting was held on March 27th.
 2. Schedule meeting was held on May 5th with Swanson, Kone, BHC, and BLDD. Construction is now scheduled to start late July and will not be complete with the second elevator until November. At least one elevator will be functional at all times.

f. **East Campus Building A Upper Level RTU Replacement , BHC# 731403-780103-58408-78, BLDD # 135UX15.402**

Project funding:

1. PHS FY 2014, Project III
 - a. Construction Budget: \$270,000
 - b. Construction bids: \$160,500 (MSI)
 - c. Construction Contingency (10%): \$16,000
 - d. A/E Fee: \$30,000
- ii. Project update:
 1. Pre-construction meeting was held on 5/8 with MSI. Awaiting resubmittal on shop drawings for RTU. Will be 8-week lead time on the equipment. MSI plans to have all rough in work completed so that RTU is off-line minimal time. RTU should be switched out early July based on this schedule and be a total of 2 weeks work. Typical progress meetings will coincide with Welding Lab meetings - these will be as needed.

4. PROJECTS UNDER CONSTRUCTION

a. **Welding and Skilled Trades Center in Kewanee BHC# 771303-780104-58308-78 BLDD # 132UX05.400.**

i. Project funding:

1. Construction Budget with all contingencies: \$3,114,280
 2. Bid Results:
 - a. Hein Construction was the low bidder with base bid and alternates 1 and 2: \$2,904,200.
 3. Soft Costs (including A/E Fees): \$878,520
- ii. Project Update:
1. Hein is proceeding with construction, foundation walls should be completed this week (5/12-5/16). Only a few outstanding submittals for this work including carpet, brick and fiber cement as we finalize our color selections. Look to be about 1 week behind original schedule, but still

scheduled to finish within originally requested time line. Typical progress meetings are on 2nd and 4th Thursdays of the Month. Pay meeting meet 2nd Thursday of the Month.

b. **Quad Cities Campus IT Department Relocation Building 3**

BHC# 781402-780103-58408-78, BLDD # 135UI07.400

i. Schedule:

1. General trades will be back on site on 4/21 to allow for electrical infrastructure to be completed.
2. Weekly coordination meetings are being held on Tuesdays at 9:30 am.
3. F 6/13/14 Substantial Completion

ii. The project was bid out in separate packages. Updated project budget is as follows:

1. General Trades Work: \$46,591 (CPI of the Midwest)
2. Mechanical Work: \$61,700 (Pipco)
3. A/E Fees: \$33,249
4. Reimbursable allowance: \$500
5. BHC will act as the Coordinating and will perform the demolition, electrical, painting, IT, and flooring work as well as providing the acoustical ceiling tile.
6. Pipco began mechanical work yesterday. Painting will begin tomorrow. Doors will be installed next week.

c. **Quad Cities Campus Building 2 First Floor Toilet Renovations, BHC #7603-780104-58408-78, BLDD # 135UI12.400**

i. Construction Costs (CPI of the Midwest): \$146,700.

ii. Change Orders: \$9,833.61

iii. A/E Fees \$12,000

iv. Schedule:

1. Construction began December 16, 2013.
2. Punch list was held on 4/28/14 with temporary sinks installed in the men's room. Permanent sinks will be installed late May.

d. **QCC Building 3 Pool HVAC System Replacement, BHC # 731206-780103-58408-78, BLDD # 115UX11.405**

****Waiting on original pay application no. 2 & 3 ****

i. Status: Project is under construction.

ii. Change Order and Contingency Update

1. Construction Cost: \$420,069 (after VE)
2. Contingency Allowance (5%): \$21,003.45
3. Contingency used to date: \$0
4. A/E: \$37,000
5. Reimbursables (to date): \$722.44

iii. Unit is set and controls are operational. A meeting was held on 3/11 to discuss outstanding HVAC issues. A balance report has been received. Duct patching on roof and steel modifications still remain unfinished.

5. PROJECT CLOSEOUT

a. **Phase 3 Parking and Roadways, BHC # 7619-780104-53411-78, BLDD # 135UX06.400**

i. Project Schedule:

1. Work on both campuses is substantially complete.

- ii. Change Order and Contingency Update
 - 1. Total Construction Cost: \$435,367.35
 - a. QCC Cost: \$240,165.90
 - b. EC Cost: \$189,290.45
 - 2. Contingency Allowance (10%):
 - a. QCC Contingency: \$24,607.69
 - b. EC Contingency: \$18,929.05
 - 3. Contingency used to date: \$-23,612 (QCC, includes a \$29,412 credit for unused crushed stone), \$14,180 (EC)
 - 4. A/E: \$56,800.
 - 5. Reimbursables (to date, includes printing): \$1,973.36 (not to exceed \$4,200)
 - iii. Construction update:
 - 1. **Closeout documents have been received and final retainage payment has been sent to BHC.**
- b. Science Lab Addition, BHC # 7621-780104-58308-19, BLDD # 115UX26.400
- i. Project is Substantially Complete
 - ii. Change Order and Contingency Update
 - 1. Construction Cost: \$2,334,000.00
 - 2. Contingency Allowance (8%): \$186,720.00
 - 3. Contingency used to date (through CO 25): \$68,681 Still Current
 - 4. A/E: \$237,128.00
 - 5. Reimbursables (to date): \$14,965.07
 - iii. Project update:

Punch list complete. BHC to decide whether or not to issue an RFP to resolve thermal comfort issues in prep lab (KJWW recommends waiting to see if there are problems through the summer so that a solution can address both winter/summer issues.) All but final payment has been processed. Waiting for DJCC to submit closeout documents for processing their final application for payment.
- c. East Campus Sanitary Sewer Improvement, BHC # 731301-780103-58208-78 , BLDD # 125UX18.400
- i. Project is Substantially Complete
 - ii. Change Order and Contingency Update
 - 1. Construction Cost: \$ 179,770.00
 - 2. Contingency used to date: \$34,628.31 (includes \$8,409.31 paid to Tri-City Electric for utility locate services and to a repair a 25-pair cable)
 - 3. A/E: \$15,500.00
 - 4. Reimbursables (to date): \$74.65
 - iii. Outstanding issues:
 - 1. Contractor retainage has been reduced to \$4,000 (to cover re-seeding). After seeding is complete closeout can begin.
- d. East Campus Auto Shop HVAC Upgrade, BHC # 731207-780103-58408-78, BLDD # 115UX11.403
- i. Schedule: Project is Substantially Complete
 - ii. Change Order and Contingency Update
 - 1. Construction Cost: \$136,100.00
 - 2. Contingency used to date: \$0.00
 - 3. A/E: \$10,000.00
 - 4. Reimbursables (to date): \$708.10
 - iii. Closeout: Final pay application sent to BHC 4/7/14. We've not received certificate of payment back yet, but that is the final piece and then the project will be closed

out. BHC and BLDD will work on the final project costs so the PHS paperwork can be completed.

- e. Phase 2 Elevator Modernization, BHC # 731102-780103-53411-78, BLDD # 102UX18.408
 - 1. **PHS project will not be closed out until final elevator modernization is complete (Building 4). Construction is complete.**
- f. Expand East Campus Parking, CDB #810-004-007, BLDD # 115UX20.400
 - i. Project is Complete. A 9 month walkthrough with CDB will be scheduled soon.
- g. EC Fire Alarm Upgrades, BHC # 731302-780103-58408-78 , BLDD # 125UX28.400
 - i. Project is Substantially Complete
 - ii. Change Order and Contingency Update
 - 1. Construction Cost: \$598,342.00
 - 2. Contingency Allowance (5%): \$29,917.10
 - 3. Contingency used to date: \$101,227
 - 4. A/E: \$66,500.00
 - 5. Reimbursables (to date): \$2,518.60
 - iii. Outstanding issues:
 - 1. Final pay request and closeout documentation will be sent to BHC. BLDD will amend PHS report to account for project overage.
- h. EC HVAC Upgrades, multiple project numbers
 - i. Project is Substantially Complete
 - ii. Change Order and Contingency Update
 - 1. Contingency Overall: \$34,675 (10%)
 - iii. Overall project update:
 - 1. Final pay request and closeout documentation has been sent to BHC.
 - iv. EC Bldg. A - Lower Level RTU Replacement
 - 1. Construction Cost: \$157,600.00
 - 2. Value Engineering: -\$8,500.00
 - 3. Contingency used to date: \$0.00
 - 4. A/E: \$12,500.00
 - 5. Reimbursables (to date): \$1,080.40
 - v. EC Arena - Classroom/Office HVAC Upgrade
 - 1. Construction Cost: \$155,500.00
 - 2. Value Engineering: -\$12,050.00
 - 3. Contingency used to date: \$0.00
 - 4. A/E: \$9,500.00
 - 5. Reimbursables (to date): \$3,713.20
 - vi. EC Arena - Yard Hydrant Replacement
 - 1. Construction Cost: \$44,000
 - 2. Value Engineering: -\$18,000
 - 3. Contingency used to date: \$3,758.40
 - 4. A/E: \$4,200.00
 - 5. Reimbursables (to date): \$74.20
 - vii. EC Bldg. A Split System
 - 1. Construction Cost: \$15,100.00
 - 2. Contingency used to date: \$0.00
 - 3. A/E: \$4,000.00
 - 4. Reimbursables (to date): \$0.00
 - viii. CEC (Kewanee) - Split Systems
 - 1. Construction Cost: \$13,100.00
 - 2. Contingency used to date: \$0.00
 - 3. A/E: \$2,000.00
 - 4. Reimbursables (to date): \$0.00

6. PHS Projects

- i. The following is a list of FY 2014 projects approved by the Board and listed by priority (\$1,792,800 total). BLDD will write the agreements for items 2, 4, and 5.:
 1. QC Outreach Elevator Upgrades: \$338,100
 - a. Summer 2014 construction.
 2. QC Emergency Power Generation – West Side: \$565,800
 - a. Summer 2015 construction. Project will need to be coordinated with the construction of Health Sciences.
 3. EC Building A HVAC Upgrades: \$328,500
 - a. Summer 2014 construction.
 4. EC Building A Roof Replacement: \$450,000
 - a. Summer 2015 construction.
 5. QC Building 2 Entrance: \$110,400
 - a. Summer 2015 construction.
- ii. Design work for the remaining projects may begin sooner than the Fall 2014. BLDD will send proposals to BHC for the remaining 2014 PHS projects
- iii. A preliminary list of FY 2015 PHS projects was discussed. This list will need to be prioritized after estimates are completed.
 1. QC Campus Building 2
 - a. HVAC Upgrades
 - b. Roof replacement
 - c. Loading dock and drainage renovation
 - d. Corridor flooring replacement
 2. EC
 - a. Building B HVAC Upgrades
 - b. Building A Storefront Replacement

7. Other Business

- a. EC Lighting project:
 - i. All punch list items have been completed. KJWW will vewrify.
 - b. FY16 RAMP document is due by July 1st. BLDD will revise the current document and send to BHC the first week of June. BLDD will bring this to the next monthly meeting on 6/4.
 - c. BLDD will tour BHC QCC during their Mid-year meeting on 6/20.
8. The next meeting was scheduled for June 4, 2014 at 10 am.

BHC Construction Timelines

(Pg 1 of 2)

 Construction

Project	Budget	Spring 2014	Summer 2014	Fall 2014	Spring 2015	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016
QC Bldg 2 Lab Prep 214 Remodel	\$117,400			Open						
QC IT Relocation	\$400,000			Open						
EC Bldg B Pedestrian Bridge	\$228,800			Open						
QC Library Renovation- Elevator	\$1,696,400			Open						
EC Welding & Skilled Trades	\$4,042,650				Open					
EC Ring Road Second Entrance	\$700,000				Open					
QC Health Sciences Center	\$15,000,000						Open			
QC Bldg 1 Balcony Remodel	\$400,000				Open					

Construction Projects Manager (May 2014 Update) Report by Doug Hoenig

The Construction Projects Manager is responsible for planning, design, construction, and commissioning of new and remodeled facilities that require the professional services of architects and engineers (Bond, PHS, and Local Projects). The current construction program for Black Hawk College consists of 16 projects valued at \$31 million (see attached).

Primary Duties & Responsibilities

- College representative for interaction with architects, engineers, and construction contractors.
- Manage project budgets, expenditures, contingency funds, and change orders.
- Review drawings and specifications prepared by the architects and engineers to ensure the documents represent the college's intent for each project.
- Process architect and contractor pay applications based on work performed.
- Participate in feasibility studies and make recommendations to the administration on whether to proceed with the subject projects.
- Review and make recommendations to the administration for owner/architect agreements, and owner/contractor agreements.
- Attend the monthly Capital Committee meetings and advise the committee on construction related topics.
- Attend the monthly President's Administrative Council meetings and inform the council on construction related topics.
- Prepare construction related Board Reports for the President's review and signature, and present relevant information to the Board when directed by the President.
- Research and prepare construction related correspondence from the college administration to the Illinois Community College Board (ICCB).
- Attend BLDD Architects' monthly update meetings with the Black Hawk College administration.
- Coordinate construction projects with the Facilities Superintendents and other project stakeholders.
- Develop project priority lists for future Protection, Health, and Safety (PHS) projects, with assistance from the Facilities Superintendents.
- Develop project procurement plans, with assistance from the Purchasing Manager.
- Develop construction recommendations that support the Black Hawk College District-Wide Facilities Master Plan.

Accomplishments (July 2013-May 2014)

- Improved accountability of architects, engineers, and contractors.
- Provided detailed review of drawings and specifications for assigned projects.
- Improved management of construction contingency funds and change orders.
- Improved communications with the professional services providers, and reduced the college's response times for requests for information.
- Established a digital storage site for construction project documents.
- Provided value engineering assessments during design efforts, which helped the college reduce project costs.
- Provided assessments to the administration during the development of the District-Wide Facilities Master Plan which was published in October 2013.
- Developed a five-year priority list for Protection, Health, and Safety (PHS) projects.
- Worked diligently with project stakeholders through the design and bidding process resulting in three major projects' coming in under budget (Health Sciences Center, Welding & Skilled Trades Center, and Library Renovations).

Purchasing Recommendation

To: Dr. Thomas Baynum, President; Bob McChurch, Facilities Superintendent
 From: Mike Meleg, Purchasing Manager
 Date: April 25, 2014
 Re: Swimming Pool Drain System Repair

Pursuant to Board Report # 8639 dated April 17, 2014 which pre-approved Swimming Pool Drain System Repairs for an amount not to exceed \$91,128 (see attached), a Request for Proposal was issued on April 9, 2014. Advertisements were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy, and as per Section 3-27.1 of the Illinois Public Community College Act. The Proposal was e-mailed to 46 contractors that are "...deemed to be pre-qualified for the design and construction of swimming facilities..." by the Illinois Department of Public Health (IDPH). A Pre-Proposal Meeting was held on April 17, and was attended by four (4) contractors. Compliant proposals were received from two (2) contractors on April 24 which were reviewed by both the Purchasing Manager and the Facilities Superintendent.

Contractor Name and location	Bid Amount
PJ's Pools, Barrington, Illinois	\$57,924.00
Neuman Pools, Inc., Beaver Dam, Wisconsin	\$87,700.00

The awarded Contractor must prepare plans and submit them to the IDPH for review and approval before any work can begin. The likely scenario is as follows:

Task	Completion Date
Contract Award	April 25, 2014
Plan Preparation and submission to IDPH	May 2, 2014
Plan Review and approval by IDPH	May 23, 2014
Construction Start	May 26, 2104
Construction Completion	June 13, 2014

Based on the facts that PJ's Pools is the low bidder, confirms their bid amount is correct and error-free, are pre-qualified by the State of Illinois to perform the plan preparation and repairs, and their bid is well below the pre-approved amount of \$91,128, it is the recommendation of the Purchasing Department to award a contract for Swimming Pool Drain System Repair to PJ's Pools of Barrington, Illinois in the amount of \$57,924.00.

Position Status Report for BOT						5/15/2014
Positions Pending Approval						
N/A	#	Status	Location	Comment	Replacement For?	# of Active Apps
N/A	N/A	N/A	N/A	N/A	N/A	N/A
Positions in Process						
Employment Specialist - HR Generalist	1	PT	QC	Approved	Jo Johnson	N/A
Currently Posted Internally						
Dual Credit Coordinator (Transfer)	1	FT	QC	Closes 5/21/14	Gail McCullough	1
Outreach Program Specialist	1	FT	OC	Closes 5/16/14	Jolene Roete	5
Currently Posted Externally						
Accounting Instructor	1	FT	QC	Closes 6/4/14	Diana McCabe	0
Enrollment Services Specialist - Processing Specialist	1	FT	QC	Closes 05/22/14	Caryn Rose	72
HVAC Mechanic	1	PT	QC	Closes 5/28/14	Henry Sykes	0
Reference Librarian	1	PT	QC	Closes 5/25/14	Paul Odell	5
Senior Financial Accountant and Budget Analyst	1	FT	QC	Closes 5/22/14	Jake Altfillisch	11
Closed and in Process						
Campus Services Clerk	1	PT	QC	HR reviewing application	Rosa VanDerLinden	1
Console Monitor	1	PT	QC	HR reviewing application	Zack Schoeve	1
Engineering Technology Instructor (MMT)	1	FT	QC	Committee scheduling interviews	Jeff Rose	2
Pending Offers						
EMS Program Director	1	FT	QC	Offer pending	Karen Wilson	
Positions Filled						
Accounting Clerk I	1	PT	QC	Jamie Millsap starts 5/19/14	New	
Career Services Assistant	1	PT	QC	Stacy Nelson started 5/13/14	New	
Child Development Instructor	1	FT	QC	Jodi Becker starts 8/1/14	Chris Bachelder	
Dean of Students	1	FT	QC	Luis Moreno starts 6/1/14	Richard Vallandingham	
Executive Assistant to the President and the Board	1	FT	QC	Heather Bennett starts 5/27/14	Karen Mowers	
Horse Science Instructor	1	FT	EC	Brooke Byers starts 8/1/14	Drew Cotton	
Mathematics Instructor	1	FT	QC	Jacqueline Chalmers starts 8/1/14	C. Roldan-Santos	
Office Assistant Disability Services	1	PT	QC	Holly Mathews starts 5/19/14	Nancy Miller	
Payroll Manager	1	FT	QC	Leanna Bowers starts 5/27/14	Susan Stofen	
Psychology Instructor	1	FT	QC	Sarah Nelson starts 8/1/14	New	
Reference, Instruction and Electronic Resources Librarian	1	FT	QC	Ashtin Trimble starts 8/1/14	Carolyn Barnes	
Senior Network Analyst II (Technical Services)	1	FT	QC	Jeffery Smith starts 5/19/14	Ryan White	
Visual Communication Instructor	1	FT	QC	Kyle Petersen starts 8/1/14	New	
Target Start Dates: May 19, June 2						
Positions on Hold						
Recruitment Coordinator	1	FT	EC	Repost May 2014	Ashley Middleswarth	
Title IX Coordinator	1	PT	QC	Creating documents	New	

HLC/AQIP

In response to the reaffirmation of accreditation and the quality checkup feedback the college elected to participate in the HLC Academy for Assessment of Student Learning. The Academy offers colleges a multi-year sequence of events and interactions with mentors and other educational institutions focused on student learning and aims to accelerate and advance efforts to assess and improve student learning. The College has chosen to participate in the Academy as a fulfillment of a required AQIP action project. A team of faculty, staff and administrators will participate in the first event June 25-27, 2014.

The following goals for participating in the Academy will be reviewed at that time with an outcome of narrowing them and developing appropriate AQIP Action Project(s):

1. The process of the assessment of student learning will be integrated into college systems such as planning and budgeting, hiring, curriculum development and curriculum review.
2. In all key support services (co-curricular) areas, define and assess student learning outcomes that are further aligned to the core curriculum reflecting what all students should know, understand, and do with the knowledge gained in content curriculum.
3. All programs will achieve annual milestones in the the five year Program review cycle including the articulation of program goals, student learning program level outcomes, identification of measures, metrics and assessment techniques, the collection of data all culminating in an analysis and , if appropriate, the development of an action plan for improvement.
4. Expand and integrate measures and metrics for evaluating student learning outcomes at the program and institutional level
5. Develop faculty and staff competencies in the assessment of student learning
6. Define and communicate appropriate roles and responsibilities of the Faculty Senate Student learning Committee and the newly created Assessment Team
7. There will be evidence of “closing the loop” in the assessment of student learning with documented findings on measures and metrics and evidence of changes in pedagogy/curriculum.

Strategic Planning

With the assistance of Dan Ebener, Quad City Leadership Consulting Inc., the College conducted 23 focus groups with approximately 175 faculty, staff, students and community members and four individual interviews with Presidents Cabinet. With the assistance of the College President and members of the President’s Cabinet, the office of Planning and Institutional Effectiveness identified and invited faculty, staff, students and community leaders to focus groups that were designed to be about 6-15 participants per group. College leadership welcomed participants at the beginning of each focus group and then left to allow Mr. Ebener to facilitate highly interactive conversations. Each focus group discussed eight questions regarding the participant’s general impressions of the college, college strengths and weaknesses, suggestions for improvements, college opportunities and threats to growth and potential strategies.

The next step in the process is two planning sessions that the strategic planning committee (comprised of Board of Trustee members, Presidents Cabinet, Deans, Directors, Department Chairs and Deans), will identify and prioritize 3-4 strategic issues based on the results of the environmental assessment.

EC Foundation Report (5/12/14) Report by Liz Breedlove, Executive Director:

- **Scholarships** – Scholarship Application deadline was May 1st. 296 students have applied for scholarships (QC 188 & EC 106). EC scholarship applications will be reviewed May 23 – June 2, 2014, following training of the reviewers on the new Stars Online Cloud Version. Scholarship awards will be made in early June.
- **Budgets**
 - FY15 Prairie Pointe Apartment/Bluffstone Budget has been approved by the LLC Management and Finance Committees and will be presented to the Board for approval at its May 20th meeting.
 - FY15 East Foundation Budget is in process of development. Will be presented to the Board for approval at its June 17th meeting, following review and approval by the Finance Committee.
- **2014 e4e Campaign** –
 - The 2014 e4e Employee Giving Campaign Kick-Off was held at the EC Campus on April 14 during the VP/Faculty/Staff meeting at the East Campus. During the skit, committee members Drew Cotton, Doris Strand, Andrew Mansheim and Sharon Smith revealed a prototype of the new outdoor sculpture to be funded through the 2014 and 2015 e4e Campaigns. Duke Horsler, Sculptor and Western Illinois University Art Professor, was available to share details of the sculpture which was well-received by employees.
 - To date, \$9,008 has been raised for the Campaign which concludes Monday, May 12, 2014.
 - Due to the nature of the project, funds will be solicited over two years during the 2014 and 2015 e4e Campaigns.
 - The e4e Thank You Reception will be held on Wednesday, May 21 at 12:30 – 1:30 p.m. in the Lower Lounge of the East Campus. All contributors to the campaign are invited. Light desserts will be served.
 - Thanks to the 2015 e4e Committee and all current and retired EC and district employees, as well as the East Foundation’s Board of Directors and Trustees who have supported the e4e and other employee giving campaigns of the East Foundation to date!
- **ABCA** – The East Foundation is currently working with Blackbaud on importing Agri-Business Club Alumni records into Raiser’s Edge. After finalizing the template, Blackbaud will initiate the import later this month. This will assist the ABCA and Foundation in direct mailings and update of alumni contact information.
- **Welding Center** – Ms. Breedlove is concentrating efforts on securing donations for equipment for the new Welding & Skilled Trades Center.
- **NACTA** – Ms. Breedlove is working with the BHC Ag faculty to raise funds needed to host the “NACTA on the River” Judging Conference to be held April 8 – 10, 2015 at the iWireless Center in Moline, IL. More than 1,000 students from two- and four-year colleges and universities from across the United States will attend and/or compete at the conference. It will also serve as a recruiting event with practice contests and clinics to be held for FFA Chapters and 4-H groups (Livestock, Horse and Dairy Judging). Andrew Larson and Drew Cotton met with John Deere to request that they partner with the College to host the event. John Deere agreed to a \$30,000 sponsorship along with other assistance in planning the event. Ms. Breedlove submitted a formal application to the John Deere Foundation to finalize the sponsorship.
- **Next Board Meeting:** Tuesday, May 20, 2014

April/May 2014 – QC Foundation by Rose Mary Boesen, Executive Director

Scholarships

Both EC and QC Foundation staff participated in a training conference call for our new Cloud based STARS software May 12. The purpose of the call was to learn, through a facilitated map of the process, about the review process to award or deny a student application. The student applications will receive a numeric tally based on our rubric scoring sheet. Trained reviewers will evaluate each section of the student's completed application and assign a numeric score based on our rubric scoring sheet. Total scores are automatically assigned by the software program.

To help the reviewers understand the process, STARS has created informational videos that are accessible and easy to follow. We will conduct personal training but provide the access information for the video training when reviewers need additional guidance. The number of applications assigned to each reviewer will be determined once we have the committee members assigned. Training will be conducted in June and results to notify students in July. Students will receive a letter informing them of the status of their application. The application awards will again be divided between fall and spring semesters.

We received applications from 447 students for EC and QC but only 308 completed all 8 steps to move forward into the review process. The student final grade point and FAFSA information will be imported into their scholarship information.

Step UP for Students

The employee campaign is being conducted with results expected by the end of June. Employees in main and outreach campuses have been contacted and I am scheduling visits with each building. The retiree letters will be mailed next week. We will be sending an informational letter with diplomas to be mailed out in June to congratulate the graduates and ask them for updated contact information to allow us to stay in touch with them since they are now alumni of the college.

Rose Mary joined in the BHC retiree coffee held on April 24. Invitations were given to those who are retired and those who are planning retirement this spring.

Birdies for Charity

The packets for recruiting donors through the Birdies for Charity connected with the John Deere Classic have been distributed. We hope to increase the number of donors through this event. If you know of someone who did not receive a letter from us with the Birdies information, please let us know.

Community Foundation Grants

Rose Mary is working with Matt Mendenhall for one grant. Linda Wastyn, a grant consultant, is recommending other grant resources for us to consider sending applications.

Two of our departments received Helpenstell Grants this year. The grant to assist nursing program has been granted for two years. We are grateful for the work the Helpenstell family and Foundation does in our Quad Cities area.

Moline Foundation

Rose Mary continues to meet with the Moline Foundation Executive Director to learn more about potential grant opportunities and partnerships.

Read Write Gold Software Presentation

A representative of the Software was invited to present the online program to assist anyone with challenges to be able to learn because of a disability of any kind. The opportunity this software provides to a wide group of students is impressive. Both EC and QC will explore options for grant and other funding for this package. The ability to provide services to those students with any type of disability that might hinder their learning process is important.

Board of Directors

The recruitment of Foundation Board members continues. We received confirmation from two community members and have three potential contacts made. Please let Rose Mary (796-5052) or Patti (796-5061) know of any individuals you feel would be interested and would serve us well.

8.00 - FACILITIES, SAFETY AND SECURITY

College facilities have been provided from public funds; therefore, the Board of Trustees encourages maximum utilization by the College and the community. College facilities include classrooms, lecture rooms, science laboratories, special laboratories, physical education and recreational specialty areas, food service, lounge areas, and offices.

8.10 Utilization

The allocation of College facilities will be based on the following priority listing with the most important being first:

1. College Programs

- a. Credit and credit hour equivalency programs shall receive first priority regarding the resources of the College.
- b. Special funded programs which are supported wholly or in part and approved by the Board shall receive second priority regarding the resources of the College.
- c. Non-credit programs not approved by the Illinois Community College Board shall receive third priority regarding resources of the College.
- d. Non-credit lecture and seminar programs shall receive fourth priority regarding the resources of the College.

2. Non-College Groups

- a. Other public or state institutions or agencies
- b. Private, non-profit institutions, agencies or organizations
- c. Private, profit institutions

AMENDED 3/2/95, B.R. #5486

8.20 Charges for Use

The facility expenses for College programs are provided for by tuition and fees. Non-College groups may use classrooms, lecture rooms, science laboratories, special laboratories, lounges, and Student Center and athletic facilities at costs established from time-to-time in a fee schedule maintained by Hospitality Services, Division Director of Athletics at the Quad-Cities Campus, and the Division Director of Educational Services at the East Campus. Space in the Student Centers is scheduled on a first-come, first-serve basis.

AMENDED 11/16/82, B.R. #3108
AMENDED 3/2/95, B.R. #5486

8.40 Traffic Safety

Provision will be made and the College administration is charged with the authority and responsibility to implement a traffic safety program as necessary.

AMENDED 3/2/95, B.R. #5486

8.50 Traffic Code

The Board of Trustees makes provision for implementing an appropriate traffic safety program for each campus through creation of a traffic code containing all necessary and appropriate rules and regulations, and has established this code by resolution of the Board at a regular meeting.

ADOPTED 11/16/82, B.R. #3108
AMENDED 5/17/83, B.R. #3222
AMENDED 7/17/86, B.R. #3965
AMENDED 7/21/88, B.R. #4354
AMENDED 4/19/90, B.R. #4669
AMENDED 1/23/92, B.R. #5019
AMENDED 8/24/95, B.R. #5592
AMENDED 1/25/96, B.R. #5644
AMENDED 8/26/99, B.R. #6240
AMENDED 9/20/01, B.R. #6560
AMENDED 5/25/06, B.R. #7219

8.60 Safety and Security

In order to promote both the safety and the security of staff and students of the College, a Police Department is to be maintained. The personnel of this Department are to be appropriately trained in law enforcement and emergency response techniques. Members of the Department other than clerical staff are to be properly deputized and are to have the same authority as police officers of any other unit of local government. Properly trained and certified members of the Police Department may bear standard firearms and tasers.

ADOPTED 11/16/82, B.R. #3108
AMENDED 5/17/83, B.R. #3222
AMENDED 7/17/86, B.R. #3965
AMENDED 8/26/99, B.R. #6239
AMENDED 9/26/06, B.R. #7288
AMENDED 3/10/11, B.R. #8079

8.61 Zero Tolerance on Terror and Violence in the Workplace

Black Hawk College recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers and hereby adopts a Zero Tolerance Policy on Terror and Violence in the Workplace. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the College, its employees, students, or which occur on Black Hawk College property will not be tolerated.

ADOPTED 3/4/99, B.R. #6120

8.62 Registered Sex Offenders on Campus

Black Hawk College maintains a commitment to provide a safe work and educational environment in accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974. This act requires higher education institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. It is the responsibility of the Human Resources Department and the Vice President for Student Services to develop and implement procedures which are consistent with this policy and prevailing statutes. The Black Hawk College Police Department is responsible for enforcement of this policy.

ADOPTED 3/10/11, B.R. #8089

8.63 Conceal Carry

Black Hawk College (hereafter referred to as “BHC” or “College”) hereby establishes the BHC Concealed Carry Policy (hereafter referred to as “Policy”) pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. BHC is committed to providing a safe and secure environment for the BHC community and its guests. In support of this commitment, BHC establishes restrictions on the ability to carry firearms or weapons on any BHC campus or property in accordance with the Board of Trustees’ authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act.

ADOPTED 1/16/14, BR #8574

8.70 Drug-Free College Policy

Black Hawk College maintains a commitment to provide a safe and healthful work and educational environment in accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and the Illinois Drug Free Workplace Act of 1986.

The unlawful manufacture, distribution, dispensation, possession and use of a controlled substance is prohibited (1) in and on property owned or controlled by Black Hawk College, or (2) as part of College-sponsored functions. The unlawful possession, use, or distribution of alcohol on College premises and/or as part of College-sponsored functions is prohibited. No employee or student will report to the College while under the influence of alcohol or illegal drugs.

For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable (i.e., prescription drug) but which is not legally obtained, is not being issued for prescribed purposes and/or is not being taken according to prescribed dosages.

It is the responsibility of the Human Resources Department and the Vice President for Student Services to develop and implement procedures which are consistent with this policy and prevailing statutes.

ADOPTED 1/25/90, B.R. #4622
AMENDED 12/19/91, B.R. #5007
AMENDED 3/2/95, B.R. #5486

8.80 Air Quality and Tobacco Use Policy

It is the policy of Black Hawk College that all College facilities will be tobacco-free effective August 1, 1991 and will meet state requirements according to the Smoke-Free Illinois Act.

ADOPTED 7/18/91, B.R. #4944
AMENDED 3/10/11, B.R. #8079

8.90 Computer Security and Responsible Use

1. General Statement. Automated information and information resources owned or managed by Black Hawk College provide access to information technology and resources for students, faculty members, staff members and other authorized users within institutional priorities and financial capabilities. Although Black Hawk College takes measures to safeguard integrity and confidentiality, it in no way guarantees the safety or security of information resources. Black Hawk College disclaims liability for the unauthorized interception, use, misuse, damage, or destruction of information resources. No student, faculty member, staff member or other authorized user shall seek to hold Black Hawk College liable for damage resulting from unauthorized interception, use, misuse, damage or destruction of information resources. Each authorized user shall hold Black Hawk College harmless and indemnify it for any expense or loss caused by his/her own unauthorized interception, use, misuse, damage or destruction of information resources, or by his/her violation of this Policy.

It is the policy of Black Hawk College to take all reasonable measures to protect its information resources and to ensure these resources are used for their intended purposes. The administration of the College will develop and implement guidelines and procedures to ensure responsible use of its information technology resources and to protect automated information and information resources against accidental or unauthorized disclosure, modification or destruction, as well as to assure the security, reliability, integrity and availability of information at the College. Such guidelines and procedures shall not infringe upon the academic freedom rights and responsibilities of faculty members as stated in Board policy.

Black Hawk College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources as well as to monitor the utilization of information resources by authorized users.

2. Definitions. The following definitions apply to this policy:
 - (a) "Information Resources" include, but are not limited to, all College owned or managed:
 - information processing and telecommunications hardware, software and computer media;
 - security access codes including passwords and;
 - information that is transmitted, stored, printed, and/or processed by a computer system.
 - (b) An "Authenticated User Account" is an account established on an information resource which includes a user name and password and is designed to uniquely identify a specific individual to the information system for the purpose of providing resources to that user.

(c) "Confidential Information" maintained by the College is exempt from disclosure under provisions of the Freedom of Information Act or other applicable state or federal laws. Programs and files are confidential unless they have been explicitly made available to other authorized individuals.

(d) "Sensitive Information" may be either public or confidential and requires a higher than normal assurance of accuracy and completeness. Sensitive information requires special precautions to ensure integrity and to protect it from unauthorized access, modification or deletion.

3. Responsible Use. As a learning organization, it is within the scope of responsible use to utilize College information resources, including e-mail, for personal and professional development activities, subject to the provisions that these activities: 1) do not interfere with College operations, 2) do not interfere with the ability of an employee to meet all job expectations, 3) do not unduly interfere with ability of other students to accomplish coursework, 4) do not impose a burden on College resources, and 5) are not among the prohibitions listed in Section 4 below.

4. Prohibitions. The following activities are specifically prohibited by this policy:

(a) Use of College information resources to originate, view, disseminate, or store material that: is libelous; violates copyright or other intellectual property law; intimidates, threatens, or harasses individuals or groups in violation of law or College Policy; endangers the security of information resources; or violates other state or federal law or College Policy.

(b) Use of College information resources in the operation of a commercial business or service. Exempted from this prohibition are scholarly and academic endeavors which are allowed subject to provisions of bargaining unit agreements and/or handbooks. Also exempted is the occasional posting of articles for sale on electronic "bulletin boards."

(c) Use of College information resources to gain access to sensitive or confidential information which is not required to perform job duties.

(d) Attempting to circumvent system guidelines or security or invade the privacy of individuals.

(e) Deliberately attempting to degrade the performance of a computer system or information resource; damage hardware, software or data; or to deprive authorized personnel of resources or access to any College computer system.

(f) Allowing another to use an assigned authenticated user account or using the authenticated user account of another individual without appropriate prior supervisory approval. Specifically prohibited are:

- revealing passwords either verbally or in writing;
- negligent disclosure of passwords such as posting passwords on or about workstations; and
- attempting to learn the password of another user.

5. Violations and Discipline. All College employees who violate Section 4 of this policy are subject to disciplinary action up to and including termination of employment. An employee who is subject to

disciplinary action based on an allegation of a violation of this Policy shall be entitled to full due process rights provided under the appropriate grievance process for his/her classification.

All students who violate Section 4 of this Policy are subject to disciplinary action consistent with the student handbook.

6. Certification. All users, by accessing any College information resources are certifying that they understand and accept the provisions of this Policy and may be subject to disciplinary action for infringements of this policy. "Users" may be defined as students, employees, or community members.

ADOPTED 4/17/97, B.R. #5788
AMENDED 5/26/05, BR#7074

8.91 INFORMATION SECURITY

It is the policy of the Black Hawk College Board of Trustees to maintain the security of confidential and sensitive information as required by law and as in the best interests of students, faculty, staff, and constituents of the College. The College Administration is assigned responsibility and authority for maintenance of an Administrative Guideline which details the procedure for maintaining such a program through the use of qualified personnel and the use of appropriate resources.

ADOPTED 3/12/2009 B.R.#7684

8.92 RISK MANAGEMENT

The Black Hawk College Board of Trustees shall endeavor to proactively set policy for administration to manage physical, legal, operational, political, social, economical, and cognitive risks associated with the programs and services offered at the College. The College Administration is assigned the responsibility and authority for maintenance of an Administrative Guideline which details the Risk Management Plan. Furthermore, the College Administration shall be responsible for ongoing management and performance of the Risk Management Plan through the use of qualified personnel and the use of appropriate resources.

ADOPTED 6/17/10 B.R.#7939

8.94 PERFORMANCE OF CONSTRUCTION VENDORS

The performance of construction contractors providing services at Black Hawk College will be evaluated at the completion of each project or more frequently as necessary. The College's administration will establish appropriate criteria, conduct evaluations and take any appropriate actions as a result of the evaluations. Construction vendor performance shall be reported to the Board in a timely and effective manner so as to support effective decision-making and construction contract award processes.

9.00 - OTHER

9.10 Receipt of Donations

The Board of Trustees may accept both restricted and unrestricted donations to augment the resources of the College when such donations tend to support the established purposes of the College. Unrestricted donations may be allocated to and shall thereby become the property of the Black Hawk College Foundation. Restricted donations shall be administered in accordance with the conditions attached to the donation. The College administration shall develop appropriate administrative guidelines, regulations and procedures for the implementation of this policy.

Gifts may be given to the Black Hawk College Foundation for the Quad-Cities Campus or to the Black Hawk East College Foundation according to procedures established by the Foundations. The Board of Trustees shall appoint a Trustee for each campus foundation to establish a formal relationship between the foundations.

AMENDED 11/16/82, B.R. #3108

AMENDED 9/18/86, B.R. #3990

AMENDED 1/23/92, B.R. #5015

AMENDED 3/2/95, B.R. #5486

9.11 Commemorative Opportunities

The naming of a physical structure or portions of Black Hawk College facilities in honor of an individual, business, or organization shall be conservative in order to preserve the integrity of the honor and to designate wisely the finite number of suitable commemorative opportunities available at both campuses and other college sites. Commemorative opportunities will be offered as an acknowledgment of a gift received concurrent to the naming opportunity or accorded for past financial contribution(s) according to an established monetary scale of giving that reflects specific naming opportunities at each level, in order to insure consistency and fairness to all donors.

Former College Employee Commemorative Opportunities

The College President, with the concurrence of the Board Chair, may approve the naming of a physical structure or portions of Black Hawk College facilities in honor of a former Black Hawk College employee without any donation or contribution.

ADOPTED 4/16/98, B.R. #5977

AMENDED 4/19/07, B.R. #7378

AMENDED 7/7/09, B.R. #7752

AMENDED, 3/10/11, B.R. #8079

9.20 Sponsored Research and Grant Programs

The Board of Trustees shall foster an aggressive resource development program to augment the existing

resources of the College. The College administration shall have the authority and responsibility to plan and initiate appropriate efforts and prepare proposals designed to secure grants from both public and private sources for the support of existing programs or for the inauguration of new programs. Such proposals and the grants made in response thereto shall support the established mission of the College. Administrative guidelines, regulations and procedures shall be developed for the implementation of this policy.

AMENDED 3/2/95, B.R. #5486

9.30 Records Management

The Board of Trustees shall authorize administration to establish consistent record retention practices with College records. All College records are governed by the State of Illinois and the Local Records Act (50 ILCS ACT 205).

AMENDED 3/10/11, B.R. #8079

9.40 Copyright Ownership

The College retains all rights to copyrightable materials and revisions completed with the use of College equipment, resources or financial support. The College, at its sole discretion, may allow employees the right to use copyrightable materials and revisions outside of the College if written permission is granted through the office of the President, 6600 34th Avenue, Moline, Illinois. The regular office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday, excepting legal and College holidays, Saturdays and Sundays.

The above policy applies to all College employees except faculty who are covered under the IFT (Illinois Federation of Teachers), Local 1836, AFL-CIO and the Adjunct Faculty Union IFT (Illinois Federation of Teachers), Local 4939 agreements between the Board of Trustees and the Black Hawk College Teachers Unions.

ADOPTED 9/17/87, B.R. #4186
AMENDED 1/23/92, B.R. #5015
AMENDED 12/16/93, B.R. #5338
AMENDED 3/2/95, B.R. #5486

9.50 Chronic Communicable Disease

Students or employees with a chronic communicable disease may attend or be employed at the College whenever, through reasonable accommodation, they do not constitute a direct risk to the health or safety of themselves or other individuals. Academic placement decisions will be made by the Vice President for Student Services using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Students who are concerned about being infected with a chronic disease by a fellow student or employee should convey this concern to the Vice President for Student Services.

Employees afflicted with a chronic disease are to inform the Director of Human Resources of their condition as soon as possible. Employees will, if possible, and through the employee's request, be provided with reasonable accommodations or be provided with information regarding available benefits.

Employees concerned about being infected with a chronic disease by a co-worker or student should convey this concern to the Director of Human Resources. Employees who refuse to work with or perform services for a student who is known or suspected to have a chronic disease, without first discussing their concern with the Director of Human Resources will be subject to discipline, up to and including termination.

The College shall respect the right to privacy of any student or employee who has a chronic communicable disease. Individual cases involving either a student or employee will not be prejudged; rather, decisions

will be made upon the facts of the particular case. The individual's medical condition shall be disclosed only to the extent necessary to avoid a health and safety risk to the student and/or employee, their own health, or that of other students and/or employees.

Persons deemed to have "a direct need to know" will be provided, subject to applicable laws with the appropriate information; however, these persons may not further disclose such information. The President shall designate persons deemed to have "a direct need to know."

ADOPTED 9/17/92, B.R. #5118 REVISED
AMENDED 3/2/95, B.R. #5486

9.60 Computer Software

Black Hawk College is committed to a legal and ethical work environment. To that end, College employees, students, and guests may use only authorized computer software within the College. The College will cooperate fully with any appropriate outside agency investigating the use of unauthorized software. Those not following this policy may be subject to disciplinary action.

ADOPTED 6/22/95 BR#5556

ICCTA MEETING AND CONVENTION SCHEDULE

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

September 12 – 13, 2014	TBA
October 2014	ACCT Annual Leadership Congress, Chicago, IL

ICCTA ANNUAL CONVENTION:

June 6 – 7, 2014	Hilton Springfield Hotel, Springfield, IL
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ICCTA REGIONAL AND OTHER MEETINGS:

August 8 – 9, 2014	Executive Committee Planning Session, TBA
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ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ILCCCP):

June 5, 2014	Hilton Springfield Hotel, Springfield, IL
September 11 – 12, 2014	TBA

ICCB MEETINGS:

June 6, 2014	Hilton Springfield Hotel, Springfield, IL
July 2014	Subject to Call
September 19, 2014	Kishwaukee College, Malta, IL
November 21, 2014	Harry L. Crisp II Community College Center, Springfield, IL
December 2014	Subject to Call

IBHE MEETINGS:

June 3, 2014	Lewis University, Romeoville, IL
August 5, 2014	Northern Illinois University, DeKalb
October 7, 2014	Loyola University, Chicago
December 2, 2014	University of Illinois at Springfield, Springfield

ICCB SAC MEETINGS:

June 5 – 7, 2014	Hilton Springfield Hotel, Springfield, IL
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ACCT/AACC EVENTS:

October 22 – 25, 2014	ACCT Annual Leadership Congress, Chicago, IL
February 9 – 12, 2015	ACCT National Legislative Summit (NLS), Marriott Wardman Park Hotel, Washington, DC

OTHER DATES/MEETINGS:

June 26, 2014	ISAC Meeting, Triton College, Chicago, IL
September 19, 2014	ISAC Meeting, TBA
November 14, 2014	ISAC Meeting, Roosevelt University, Chicago, IL

• SCHEDULE OF EVENTS •

THURSDAY, JUNE 5

1:00 pm - 5:30 pm ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS MEETINGS

1:00 pm - 6:00 pm STUDENT LEADERSHIP INSTITUTE (SLI) - DAY 1 ★

FRIDAY, JUNE 6

7:45 am - 7:00 pm CONVENTION REGISTRATION

8:00 am - 5:00 pm STUDENT LEADERSHIP INSTITUTE (SLI) - DAY 2 ★

8:15 am - 9:45 am ILLINOIS COMMUNITY COLLEGE BOARD COMMITTEE MEETING

8:30 am - 11:30 am ACCT'S GOVERNANCE INSTITUTE FOR STUDENT SUCCESS (GISS) - PART 1 ★

The Governance Institute for Student Success (GISS) was developed as part of a three-year three-state initiative by the Association of Community College Trustees (ACCT) and Student Success Initiatives (SSI) in the College of Education at the University of Texas at Austin (UT), with funding from the Bill Melinda Gates Foundation. The project goal is to develop and implement a culture of evidence and accountability for student success at community and technical colleges. The GISS institutes are face-to-face opportunities for trustees and presidents to learn and share methodologies for effective governance, to create synergy to break down barriers, and to build awareness and propel action leading to student success.

9:00 am - 12:00 pm ILLINOIS COMMUNITY COLLEGE BOARD MEETING

11:45 am - 1:30 pm AWARDS LUNCHEON ★

This event will feature the presentation of ICCTA's Certificates of Merit, Business/Industry Partnership Award, Trustee Education Awards, the Paul Simon Student Essay Scholarship and the Gandhi/King Peace Essay Scholarship.

1:45 pm - 4:45 pm ACCT'S GOVERNANCE INSTITUTE FOR STUDENT SUCCESS (GISS) - PART 2 ★

5:15 pm - 6:15 pm ICCTA PRESIDENT'S RECEPTION ★

6:15 pm - 9:00 pm AWARDS BANQUET ★

Join your colleagues from around the state as we celebrate the Illinois community college system's outstanding trustees, alumni, board staff and faculty members.

SATURDAY, JUNE 7

8:30 am - 10:30 am ICCTA BOARD OF REPRESENTATIVES ANNUAL MEETING

All trustees are welcome to attend as the association honors its 2013-2014 leadership and elects new officers for the coming year.

8:30 am - 12:00 pm STUDENT LEADERSHIP INSTITUTE (SLI) - DAY 3 ★

★ Pre-registration is REQUIRED for these ticketed events.
