The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, December 21, 2010, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Jim Ellis, Richard Morgan, Dr. Frank Barbre, and Dr. Pat York. Absent: Chuck Hearn, and Nicole Trepanier, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, Dr. Dana Keating, Dr. Sarah Bond, Karen Weiss, Brian Surprenant, and Barbara Potter.

Dr. York welcomed guests and allowed a time for comments from the audience.

Reports

Reports are presented in written form; therefore, while someone may be absent from the meeting who normally submits a report, their written report is accepted and made part of the minutes.

Dr. Barbre reported there was no ICCTA meeting held in December. The next meeting will be held in February in conjunction with the President's Council in Washington, D.C.

Dr. Rice reported on the financial modeling plan that will provide some degree of guidance for the College in the coming years. He noted the plan was sent to and reviewed by the ICCB and ICCTA. He discussed the plan most recently with Mr. Mike Monaghan, Executive Director of the ICCTA who praised the College and Board for their aggressive, proactive approach to dealing with state shortfalls. Mr. Monaghan agreed that the funding shortfall model (-80, -50, -25) is an accurate model by which to plan as the state will not be able to rebound financially anytime soon. Mr. Monaghan speculated that funding might be a little brighter if action is taken soon, but cash flow and debt management will be the most significant tasks for community colleges that rely greatly on state funding. Dr. Rice reported that Mr. Guy Alongi, ICCB Chair, stated at the November ICCTA Regional meeting that community colleges may only receive half of what they were told to receive this year. Perhaps the state will make 5-6 credit hour payments and one equalization payment later in the year. He said that FY 11 and FY 12 would be challenging years. Dr. Rice also noted that to-date, the college has not received any payments for FY 11, and that at the end of December, the College will be owed approximately $2.6 million. Dr. Rice shared with the Board several internal initiatives and external articles relating to educational funding issues and shortfalls in other states. He also reported that Marketing and Foundation work continues and that the WISBDC is submitting a proposal to the University of Illinois to facilitate a feasibility study for the Dixon Springs Ag Center, have assisted in securing $8.3 million in loans for SBDC clients, moving ahead with the “out of the box programs”, will be teaching CPR in Gallatin County High School in the spring and hope to add Hardin, Harrisburg, and Pope since they are the only schools not involved in offering CPR to their students.
Dr. Keating reported on the following: Progress is being made on the Strategic Plan update for 2010-2011, and are still on target to bring the update to the Board at the February 2011 meeting; are working with the regional SWAT team to conduct a training day on campus on January 5, and will isolate T and G buildings for their use; reported that the Professional Development and Planning Committee sponsored a Seasonal Stroll and Social event on December 10 with student organizations, divisions, departments, and offices providing over 20 decorated Christmas trees throughout campus; A task force is being put together to address concerns with the WA grade, which is given by an instructor when a student’s attendance is unsatisfactory; plans are moving forward with an agreement with Rend Lake College to provide a section of SPAN 122 via distance learning for the spring semester.

Dean Surprenant reported on the following: On November 9, 2010, attended the Fall Transfer Coordinator meeting at Illinois State University in Normal. The transfer coordinators were provided with several updates: the five-year review of courses by the Illinois Articulation Initiative Major Panels is anticipated to start the first week of December; ICCB is discussing the addition of an (AFA) Associate in Fine Arts in Theater; and there will be changes to the (AAT) Associate in Arts in Teaching degrees because of the new basic skills and teaching standards; On November 16, 2010, attended a mandatory meeting of the Early School Leavers grant at Illinois State University in Normal. The purpose of the meeting was to provide an overview of the grant guidelines and procedures to the colleges that were recipients of the grant; On November 30, Diane King attended a meeting at Lincoln Land Community College in Springfield regarding Basic Skills & Teacher Standards. Education and Early Childhood Education faculty were especially encouraged to attend. The focus of the meeting was on the rules changes governing teacher certification in Illinois and their impact on all Teacher Education transfer students. It is essential that community colleges take immediate steps to insure that all ECE/EDU faculty advisor and staff are aware of these rules changes and communicate them effectively to their students. It is also essential that all students in the affected programs receive in-depth advising and remediation where appropriate. The actions planned by ICCB, IBHE and ISBE to aid community colleges in these efforts were outlined at the meeting; On December 2, I attended a webinar training session provided by the Coordinator of the Illinois Articulation Initiative and iTransfer. This training is being provided to each IAI Contact or Transfer coordinator of each college/university. The webinar provided instructions on how to submit requested courses as part of the five year review process, the location of the criteria that the panels will use, the timeline, and the process that will be used.

Vice President Walker reported on the following: Discussed briefly the tuition cap bill; noted the college received $5,000 from the sustainability initiative that the college partnered with other community colleges; received an energy rebate in the amount of $6,000 from Southeastern Illinois Electric Cooperative; reported that all tax levies have been delivered; gave a brief update on book rentals; noted that the SIC Competitive Shooting Team received $500 for the work they did with the CFO group at Rend Lake College.

Dean Weiss reported on the following: The Title III (grant) Team met on November 30th to discuss Title III positions and to update on the progress of remodeling for the Teaching and Learning Center; participated in a POS-PTR Implementation Grant webinar on November 30th. The focus of the webinar was the next reporting phase for the grant – Phase 3; SIC was host to
the Section 25 FFA Ag Computer Contest on Thursday, December 2nd. Five (5) schools or FFA programs participated (Eldorado, Gallatin County, Hamilton County, Pope County, and Vienna High School). Students completed a written exam and hands-on or skills test; Applied Technology Spotlight Day was held Friday, December 3rd with over 100 students from seven (7) high schools and Harrisburg Lab School in attendance. Students and sponsors enjoyed the day, and provided positive feedback on our surveys. Mr. Paul Melton, with Blendstar, was the guest speaker for the day. And, a special note of recognition and appreciation was given to Sheriff Brown for “filling in” for us to speak with students interested in our Criminal Justice program. Gave kudos to Kelli Mahoney, Lori Blumenstock, Janelle Baltzell, and Angela O’Hara, as well as OWVRVS staff, Dr. Melissa Crow and Sheila Westfall for their help with Applied Tech Spotlight Day. Without their organizational skills and assistance, we would not be able to successfully offer such a wonderful event for our high school students; reported that a dedication ceremony is being planned for Thursday, May 12, 2011 for the official naming of the “Shirley Oshel Nursing Complex.” This event has been planned to coincide with the birthday of the founder of modern nursing, Florence Nightingale. Plans are underway to include various speakers who have been involved with the nursing program over the past 55 years, and a reception to immediately follow the presentation of the plaque in the Nursing Lab; Lori Blumenstock, CTE Liaison and Transition Coordinator, has been working with the CIS-IT PTR grant team to develop marketing strategies and activities to implement in the Spring semester. She also has made contact with various high school counselors, including Galatia, Eldorado and Carrier Mills; the College has also received allocation for the ICCB FY11 Innovation Grant in the amount of approximately $11,000. This money will be used to develop a Manufacturing program of study to include Welding Technology.

Dr. Bond reported on the following: The Forensic Falcons placed second at the November Forensics Tournament held at Elgin Community College; attended the ICCCA Conference in Tinley Park, IL; reported the annual Madrigal Feaste was held December 2nd through December 5th, with sold out performances each day except for Sunday; noted the Phi Theta Kappa held a Holiday Dessert Auction on December 9 as a PTK fundraiser; reported the Southeastern’s Music Department presented G.F. Handel’s “Messiah” on December 19, originally scheduled for December 12 but was rescheduled due to inclement weather; reported on Student Support Services activities for the month of November; reported the recruiter and advisors have completed their visits to the local high schools for Early College Program registrations. The registrations for these participants have been processed and in comparison with last spring there is a slight increase in participants and credit hours. In spring 2010 there were 86 participants registered for 414 credit hours. Spring 2011 has 91 students participating that are registered for 422 credit hours. The largest increase of credit hours belongs to home schooled students who had an increase of 14 credit hours to 54 credit hours; reported the Financial Aid Office has found other avenues to keep professional development a priority. Many lenders and companies offer free webinars to keep financial aid administrators informed of the many regulation changes. The Financial Aid Office is participating in five webinars this month and four during February. Each area is being encouraged to look at low cost alternatives to maintain professional development; Congratulated Andrea McRoy and Nicole Trepanier for being selected as the All-USA Academic Team scholarship candidates from Southeastern; Updated the board on Map funding issues and reported that last spring 320 students received $173,960, however; this fall 289 students received $166,342. She reported she predicts there will be even less funding for spring with
approximately 270 students receiving $164,000. The main reason for the decrease is the early suspension date.

Student Trustee Nicole Trepanier reported on the following: Phi Theta Kappa raised over $500 at their Holiday Dessert Auction on Thursday, December 9, 2010 with the proceeds going to help send the officers to Seattle for the National Convention in April; Math & Science Club held their end of semester bash on Friday, December 17, 2010; Student Government held their last meeting of the semester on Monday, December 6, 2010. The Senate approved club disbursements and finalized details of their athletic shoe fundraiser to be held in April; the “Angel Tree Project” was again a great success for Phi Beta Lambda. Items donated by students, faculty and staff were distributed to campus and community angels; The Nursing Club completed their Holiday Food Drive Project on December 14, 2010. Items collected were donated to the 4C’s Food Pantry/Homeless Shelter.

Consent Agenda

A motion was made by Dr. Barbre and seconded by Mr. Ellis to approve the November 16, 2010 regular and closed session minutes, destroy the tapes of May 2009 closed session, to approve the treasurer’s report, and the November bills in the amount of $1,669,295.80 which included $624,564.97 in payroll. On roll call, the following members voted:

Aye

Ms. Lane
Mr. Allen
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York

Nay

Consent Agenda

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Aye

Ms. Lane
Mr. Allen
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York

Nay

Action Items

Adjunct Evaluation Process

A motion was made by Ms. Lane and seconded by Mr. Morgan that the Board of Trustees approve revisions to the adjunct evaluation process. A committee consisting of Dr. Steve Rea, Paul Cummins, Gina Sirach, Diane King, and Gary Jones along with Dr. Keating, chair, reviewed and facilitated the process. The adjunct evaluation process was not changed; the forms were simply revised to make the process work better and more efficiently.

All members voted aye. Motion carried.

Faculty Evaluation Process

A motion was made by Ms. Lane and seconded by Mr. Morgan that the Board of Trustees approve the full-time faculty evaluation process recommendations. The revisions to the faculty
evaluation forms were revised through the recommendations of a committee consisting of the same SICEA members as the adjunct evaluation revisions (Dr. Steve Rea, Paul Cummins, Gina Sirach, Diane King, and Gary Jones), and chaired by Dr. Keating. As in the adjunct evaluation process, the forms were revised to make the process work more efficiently.

All members voted aye. Motion carried.

**Budget Transfer Request**

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve the budget transfers presented to the board.

All members voted aye. Motion carried.

**Set Dates and Times of 2011 Board Meetings**

A motion was made by Mr. Allen and seconded by Mr. Ellis that the Board of Trustees approve the dates and times of the 2011 board meetings. The following dates were approved with the time of the meetings beginning at 6:00 p.m. The March 15 meeting is scheduled to be held at the Gallatin County High School, and the October 18 meeting is scheduled to be held at the David L. Stanley Center in Carmi. All other meetings will be held in the Rodney J. Brenner board room at Southeastern’s main campus.

Tuesday, January 18  
Tuesday, February 15  
Tuesday, March 15  (Gallatin County High School)  
Tuesday, April 19  
Tuesday, May 3 Regular Meeting after Organizational Meeting  
Tuesday, June 21  
Tuesday, July 19  
Tuesday, August 16  
Tuesday, September 20  
Tuesday, October 18  (White County: David L. Stanley Center)  
Tuesday, November 15  
Tuesday, December 20

All members voted aye. Motion carried.

**Board Initiatives for Strategic Plan**

A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve the following board initiatives:

The Southeastern Illinois College Board of Trustees are committed to effective and appropriate governance at the institution, therefore, hereby declares this governance initiative to become part of the upcoming five-year strategic plan with the following sub-initiatives to be part of the document.
1. Governance Initiative: The Board of Trustees commits to continuous improvement in its communication with and service to the entire district.

2. Governance Initiative: The Board of Trustees commits to periodic verification of appropriate and effective feedback loops and protocol on campus.

3. Governance Initiative: The Board of Trustees commits to an educated Board on processes, procedures, and protocol and as a result will implement changes to its new Board of Trustee member orientation.

All members voted aye. Motion carried.

**Non-Action Items**

**Board Goals**

The following revisions were presented to the board for a first reading with adoption at the January 2011 board meeting. Revisions to the current board goals are in red font. The suggested revisions were a result of the November 2010 Board Retreat.

**PREFACE**

The following Southeastern Illinois College board of trustees goals as revised in 2010 strongly reflect the will of the board as well as align with the overall vision of the Illinois Public Agenda for College and Career Success. These goals set forth a commitment by Southeastern Illinois College to adhere to the major tenets of the Agenda: quality, affordability, workforce competency, and excellence among states.

#1 Budget: Southeastern Illinois College will prepare an annual budget that is responsive in terms of the tax burden it places on the citizens of the College district, is reflective of the education needs of the College’s constituents, sensitive to students’ contribution, and defines priorities to be followed in periods of financial shortfall.

#2: Enrollment: Southeastern Illinois College will strive to increase enrollment through strategic recruiting efforts for the college’s quality programs and instruction in areas such as baccalaureate, vocational, dual credit, and electronic learning where economically possible and justifiable.

#5 Community Support: Southeastern Illinois College will maintain a strong, positive public image of the College in its service area and the state.

#6 Economic Development: Southeastern Illinois College will be a catalyst for economic development in southeastern Illinois through strategic partnerships with industry, civic organizations, economic development professionals, and governmental entities.
#9 Quality Learning: The College will maintain high quality measurable learning instruction that is student focused and learning oriented that demonstrates a commitment to fiscal responsibility in relation to performance of our students.

Add a new goal:

#12 Employees: Southeastern Illinois College will maintain a quality internal workforce that represents excellence and diversity as comparable to cohort institutions and within our financial means.

Correspondence

The following correspondence was presented to the Board:

- Poshard Foundation Letter
- ICCB Recognition Recommendation Letter

Closed Session

A motion was made by Ms. Lane and seconded by Mr. Allen to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisitions of property, and (9) student discipline. The board went into closed session at 6:55 p.m. On roll call, the following members voted:

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<td>Ms. Lane</td>
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<td>Dr. Barbre</td>
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A motion was made by Mr. Morgan and seconded by Dr. Barbre to reconvene into open session at 7:16 p.m.

Personnel

A motion was made by Mr. Morgan and seconded by Ms. Lane to approve the following personnel items and to table item E, Employ Title III Administrative/Technical Support Assistant:

Retirement of Illinois Youth Center Associate Dean of Correctional Education

Approved the retirement of Mr. Chuck Deaton, Associate Dean of Correctional Education at the Illinois Youth Center, effective December 31, 2010.
Resignation of Financial Aid Assistant

Accepted the resignation of Ms. Amy Lowery, Financial Aid Assistant, effective December 31, 2010.

Termination of Part-time Food Service Assistant

Approved the termination of Ms. Vanessa Castros, part-time food service assistant, effective December 15, 2010.

Employ Athletic Director

Approved the employment of Ross Hill as the Athletic Director for a stipend of $3,864.67 per academic year. Since Mr. Hill is assuming the duties in mid-year, the stipend will be compensated at $1,932.34.

Employ Temporary Part-time Staff Accountant

Approved that Ms. Dawn Pool be assigned as the temporary, part-time staff accountant effective January 3, 2011 at a rate of $19.00 per hour up to 28 hours per week.

Position Description Revision – Accounts Receivable Specialist

Approved the following position description for the position of part-time Accounts Receivable Specialist.

SOUTHEASTERN ILLINOIS COLLEGE
Title: Accounts Receivable Specialist - Part-Time Position

LOCATION: Main Campus
Reports: Controller
Prepared: David Wright Date: December 1, 2010
Approved: Tim Walker Date: December 1, 2010
Board Approved:
Revision: Business Office Date: December 1, 2010

POSITION SUMMARY:
The accounts receivable specialist is responsible for receipting all payments sent to the business office and the daily balancing of cash receipts for each cashier location. The AR Specialist will be the main contact for our students with questions concerning their account and you will work with Financial Aid and registration to maintain the integrity of the student accounts. The AR Specialist will be required to prepare journal entries for daily cash deposits and adjustments needed to student accounts. The AR Specialist will be responsible for overseeing the College’s student payment plan, billing students and third-party receivables. The AR Specialist will supervise and train student workers assigned to them. The AR Specialist will perform other duties as assigned by the Controller or Vice President for Business and Administrative Services.
QUALIFICATIONS:
Knowledge of bookkeeping principles as related to accounts receivable and fund accounting, along with a basic knowledge of Microsoft Excel and Word are suggested prerequisites for employment.

EDUCATION:
Associate degree in business related field or similar degree with 2 years of related cashier/bookkeeping experience.

SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret student accounts, manuals, and procedure reports is required.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid driver’s license is required. Must be bondable.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this position, the employee is regularly required to stand, walk, talk, and hear. The employee is required to sit; use hands and fingers to handle, feel, and control objects and tools; reach with hands and arms; maintain balance, have the ability to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics are representative of those an employee encounters while performing the essential functions of this position.

Position Description Revision – Staff Accountant

Approved the following position description for the position of part-time Staff Accountant.

SOUTHEASTERN ILLINOIS COLLEGE

Title: Staff Accountant - Part Time Professional Position

Location: Main Campus
Reports: Controller
POSITION SUMMARY:
The staff accountant will help maintain the general ledger, subsidiary ledgers, reconcile bank accounts, prepare journal entries, maintain grant files and budgets, assist grant directors, and prepare federal and state reports as needed. The staff accountant will also be required to cross train with Payroll, Accounts Payable, and Accounts Receivable. The staff accountant will assist the college auditors during field work and other duties as assigned by the Controller or Vice President for Business and Administrative Services.

QUALIFICATIONS:
Knowledge of fund accounting, GAAP for governments and Microsoft Excel are suggested prerequisites for employment.

EDUCATION:
Bachelor degree in Accounting or similar degree with accounting experience.

SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedure reports is required.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid driver’s license is required.
Must be bondable.

PHYSICAL DEMANDS:
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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics are representative of those an employee encounters while performing the essential functions of this position.

**FMLA/Maternity Leave Request**

Approved the FMLA/Maternity Leave request of Ms. Lezlie Terry, Massage Therapy Instructor, beginning January 10 through May 9, 2011.

**Employment of Adjunct Faculty**

Approved the following listing of adjunct faculty:

**Spring 2011**

- Appel, Jarrod, MATH 106 A
- Billman, Jennifer, COM 121 O
- Gregali, Dominic, PE 165 A/244 A
- Hill, Ross, PE 146 A
- LaReau, Justin, PE 121 A/220 A
- Perry, Kristie, SOC 121 DE/XE/121 O
- Pool, Dawn, BUS 115 O
- Poole, George Aaron, BIOL 161 E/EK
- Questelle, Dianna, Massage Therapy
- Shultz, Cheryl, MATH 109 E
- VanHorn, Lori, ECE 116 O

**Summer 2011**

- Allen, Keesha, HYG 121 X
- Bax, Thys, PE 183 X2
- Beal, Sue, FCS 124 O
- Fortner, Stephanie, ART 121 X
- Gholson, Terry, PE 183 X3
- O’Dell, Dale, PE 183 X
- Wheeler, Andrew, PSYC 121 DA/XD
- Young, Carla, CIS 119 X
- Zieren, Erica, MATH 106 X

All members voted aye. Motion carried.

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 7:18 p.m.