MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
JULY 20, 2010; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, July 20, 2010, at 6:00 p.m. in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Gary Allen, Chuck Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Nicole Trepanier, student trustee. Absent: JoAnna Lane. Also present were: Dr. Jonah Rice, Donna Patton, Karen Weiss, Brian Surprenant, Lori Cox, Tim Walker, Debbie Suh, Kenneth Schneider, David Pistorius, and Barbara Potter.

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

Reports

Dr. Barbre, ICCTA Representative, reported the ICCTA Board of Representatives took the following actions at its June 5, 2010, convention and annual meeting at the President Abraham Lincoln Hotel in Springfield:

Reviewed the spring 2010 legislative session. The Illinois community college system budget for Fiscal Year 2011 currently reflects “level funding” but the Governor has been given emergency authority to cut programs and spending at his discretion;

Elected ICCTA’s 2010-2011 officers by unanimous ballot:
• Jim Ayers (Parkland) – Vice president
• Bob Johnson (Kishwaukee) – Treasurer
• * James Polk (Illinois Central) – Secretary ICCTA’s current vice president, David Harby (Danville), will assume the presidency on July 1, succeeding Barbara Oilschlager (Lake County);

Recognized ICCTA’s 2009-2010 officers, regional chairs, and committee chairs and organizational liaisons; Adopted ICCTA’s budget for fiscal year 2011, which includes no dues increase for FY11; Approved recommended changes in the association’s Operating Manual; Heard updates on the Illinois Community College Board, the Illinois Presidents Council, the ICCB Student Advisory Committee, the Illinois Policy Academy on the Civic Engagement of Older Adults, the Illinois Workforce Investment Board, Association of Community College Trustees; Were informed that trustee “letters to the editor “ featuring local student success stories are appearing in newspapers across the state; Encouraged attendance at the October 20-23 ACCT Leadership Congress in Toronto and the November 19 Leadership and Core Values Institute in Tinley Park; Received positive feedback on the educational programs at ICCTA’s convention, including the one-on-one media training, the Sophomore Seminar, and James Nowlan and Rick Winkel’s presentation on Illinois politics; and thanked ICCTA’s convention sponsors: Legat Architects (Bronze Sponsor) and the Illinois Community College System Foundation (Paul Simon Student Essay Contest).
Dr. Jonah Rice, Interim President, reported on June 21, he and Dean Weiss met with George Johnson and toured his property as he has an interest in donating it to the college one day where they discussed general usage and studied the possibilities now and for future. He noted SICEA has confirmed their interest in participating in interest-based negotiation training alongside the administration and board. The President’s Office will work on coordinating schedules with the SICEA and contacting the federal office in St. Louis to conduct the training free of charge. He asked that two board members attend this training. He said he and Mr. Ellis travelled to the Operating Engineers’ Hall in Marion on June 23 to attend a welcoming crowd for the governor who was to sign the STAR bond legislation for the destination development in Williamson County. The governor had to cancel due to storms in Chicago where he was grounded. Mr. Ellis returned the next day for the signing. The STAR bond legislation should result in increased employment and financial activity if the destination development works the way it is designed. Because of this possibility, SIC personnel have taken aggressive steps to prepare for the possibilities including curriculum, custom training, and outreach. He reported on the following: Shawnee Telephone Company received a multi-million dollar grant for fiber optic cable in much of our district. This will open up new venues for outreach and development in the area. The company cited the college in its newspaper release; the health insurance committee met June 24 to finalize Shawnee Administrative Services details. Since most of the services discussed were negotiable items, the meeting was mostly perfunctory; discussions with the University of Illinois about joint partnerships via multiple venues have taken place. Multiple phone calls, e-mails, and face-to-face meetings have occurred, including a meeting on July 8 at SIC. Negotiations are ongoing and the outcome looks promising. The Board Chair, acting as the voice of the board, was briefed on these talks per the allowance as described in the ICCTA Trustees Training literature. He noted that he and Lori Cox will meet with Eric McCluskey from the Illinois Department of Resources. The subject of discussion included talks about future possible partnerships and curriculum developments. Future talks with the Shawnee National Forrest Director and the regional director of tourism have been scheduled. He reported he spoke at the Harrisburg Kiwanis meeting on Wednesday, July 14, to speak on the newest developments at SIC as well as the state’s budget crisis and its affect on higher education. He noted the President’s Office is currently reviewing the most relevant employment trends regionally, statewide, and nationally as we prepare for a new 5-year phase of strategic planning. Our ideas need to be grounded in reliable data as we look to the future. We are also considering district-wide feedback mechanisms to help guide curriculum ideas. For instance, district-wide polls to local high school students led to the development of our sound and media arts as well as graphic design programs. He said he has been working closely with the SIC Foundation regarding planning. Topics have included restructuring and Falcon Society events for FY 11. He reported Dr. Rita Cheng will be on campus on Wednesday, July 28 to meet with campus leadership and the campus community. You are invited to attend her presentation and meet-and-greet at 2:00 in the VPAC. The ICCB visit is the end of August and our HLC report is due in November of this year. He also noted that modest and inexpensive improvements will be made to the patio. Donations and modest purchases will restore the fountain and benches. Additionally, minor cracks will be repaired and the aggregate sealed. These changes will take place before the 50th Anniversary Celebration and other possible events on the patio such as SICF activities. This project ties into the recent student-led and student-funded improvement projects in the student center. There is also a non-action report on other things the committee is doing. He reported Dr. Keating recently talked with Kerry Jones about gun safety training and the use of our Laser Shot...
Because our training on the equipment will occur later this month, we cannot work with Mr. Jones on his first class. However, he has two other classes this year, each with about 100 students and held in Saline County. We will expand to other counties as well using this project as a prototype.

Dr. Keating, Vice President of Academic Affairs, reported on the following: Training on the Laser Shot equipment is scheduled for July 27. A schedule of a variety of courses is being developed and will be marketed throughout the district shortly. Classes will be held on campus from August 16 through October 8. At that point, the equipment will be utilized by the MTU 15 and law enforcement agencies until March 11. It will then come back to campus in mid-March for classes until the following October; John Gunning and I met with three safety directors from Peabody on July 2. Two were from Indiana facilities operated by Peabody. We provided them with a tour of the burn tunnel and other props in the training center. It was a good meeting and we feel that we will see additional bookings from Peabody as a result of this visit; We have been receiving phone calls regarding the online biofuels courses from a variety of prospective students. For example, one inquiry came from a chemical engineer interested in the classes, and will most likely enroll in all four classes this year. A second was from a retired air force fuels specialist with two master’s degrees who is going to be teaching in a technical school in Georgia and needs some credentials in biofuels. A third is a gentleman who is involved in the forestry industry and has interest in the field; The agendas for back-to-school activities have been completed. This year the high school dual credit instructors will be invited to the adjunct orientation, which has a new name - August Academy – on August 12. This is in response to the new Dual Credit Quality Act, which requires that high school instructors teaching dual credit classes be given the same opportunities for training and in-service activities as all other instructors. We look forward to getting them more involved with SIC; Plans are being finalize with Bobby Simpson for a short-haul dump-trailer truck driving training program. We hope to run two groups of students/potential employees through this program by the end of the fall semester. If successful, we can continue in the spring semester. We are currently working with the Marketing Office for advertising; We were informed on July 6 that the Title III RFPs were to be released that day with a due date of August 5. The draft of our application is currently being edited; David Floyd, Director of the Golconda Job Corps Center, asked me to serve on a search committee for the position of Deputy Director, which is open at the Center. I agreed to assist in this capacity and I will be serving on the newly created Web Committee; The Assessment Team (“A-Team”) is being revived to assist in the assessment process for the coming academic year. The first meeting will be July 12, when we will finalize plans. Complete information and plans will be provided in the August Board of Trustees packet; The Strategic Planning Calendar is being finalized for the 2010-2011 academic year. This year will finish out the 2006-2011 Strategic Plan, which will end in May 2011. This year will be the transition year for developing a new five year plan for fall 2011 through spring 2016.

Mr. Surprenant, Dean of Academic Services, reported starting with the 2010 semester, the BUSM courses, Medical Coding & Billing Certificate, Medical Transcription Certificate, and Medical Office Assistant AAS degree will be housed in the Allied Health division. They are currently housed in the Social Science, Business and Education/ECE Division. However, because the certificates and AAS degree have a significant number of BUS courses, the certificates and AAS degree will be under the joint control of both divisions, with the BUS
courses under the control of the Social Science, Business and Education/ECE Division, and the BUSM courses under the control of Allied Health Division. Changes to the certificates and AAS degree curriculum will be done in concert with both divisions. He noted PE 129 Physical Fitness Conditioning class at Eldorado High School this summer has 17 of their student athletes enrolled.

Mr. Walker, Vice President of Administration and Business Affairs, reported on the following: as established in the present contractual agreement with Kemper, the Board has the option to continue receiving audit services from Kemper for FY 2010; we provided information to a financial analyst of S&P in order to establish a rating for Southeastern Illinois College’s issuance of Bonds. During the discussions we identified several “best practices” that I will suggest including in future financial presentations to the Board of Trustees. Most of the data is informally discussed throughout the year but it will be to our advantage to formalize the process in order to assure a third party, such as S&P, that such material is review and managed within the policies of the college. I expect a favorable rating at this time; After public notice was given that SIC would issue Bonds for future financial obligations, only one request was received for a petition. The petition form and associated information about the financing strategy was delivered to the individual. No further information has been requested nor do we have knowledge at this time as to whether any signatures have been added to this petition; Last week we received word of the allocation approved by the General Assembly for the Illinois Community College Grants. In a nutshell, SIC is expected to receive a flat allocation of approximately $5.6M. Please note this does not account for anticipated delay in disbursement of these funds that is expected to occur as we have been advised will happen by the ICCB and the ICCTA; Work continues on the Outdoor Instructional Support Building. Final concrete work should be completed this week. Some of the support poles are in place at this time. The work should be completed near the time of the first class of Fall semester; The capital renewal project grant for SIC was submitted to the ICCB on time and it presently under review by the Illinois Capital Development Board. As you will recall, the SIC project features a replacement of the original bleacher section of the south side of the gymnasium. We expect to hear of the project’s approval soon. Imagine Architects is the A&E firm working for the college; Work continues on grounds in an effort to steadily prepare for upcoming 50th Anniversary activities this fall. We are closely managing work hours and expenses in an effort to accomplish reasonable results considering economic challenges. Mr. Fitzgerald has completed training in Hazard Material Response. This helps SIC meet its mandated training for emergency preparedness. The course consisted of a five day training session and was conducted at Carmi. We appreciate his extra effort in this endeavor; The current Facility Report has been submitted to the ICCB for their first review. This is the first report to include the new G Building and remodeled areas of T and W Building. The college will pick up approximately 17,000 sq. ft. on the main campus and roughly 8,600 sq. ft. of leased space at the Foundation Building. The amounts to about a 10% increase in total square footage for the college. This increases our ICCB Sq. Ft Grant and the amount we can receive for FY 2011 Capital Renewal. These could amount to as such as a $10,000 annual increase to the college, depending on construction additions statewide; We continue to evaluate textbook rental options that may be meaningful to the students of SIC. Programs are stringing up on a regular basis and taking several forms. Our current vendor, Missouri Bookstore, is a prime target however several “hybrid” programs are being offered that have specific advantages of ease of management. One area of main concern remains the failure to return rented booked which may place the college in
the position of responsibility for payment. With the high cost of each book, this quickly leads to significant losses. Over the next months we hope to work with a specific committee of SIC stakeholders and prepare formal reports to the Board; and, With the receipt of anticipated state revenue in hand, we will be moving to conclude the draft construction of the FY 2011 for review at the August Board meeting. Estimating costs associated with benefits, salaries and liability insurances remain the highest priority at this time. On this schedule we would be on track for final approval in September.

Ms. Weiss, Dean of Career and Technical Education, reported on the following: We have a couple of active CTE personnel searches in progress, with one being a full-time Cosmetology faculty member and the second being a part-time CTE Liaison and Transition Coordinator (Recruiter). We hope to have recommendations to Board for approval prior to the start of the Fall semester; We have a few more Fire Trainings scheduled with Riverview Mine out Waverly, KY in July and August. Just as an FYI - John Howard, with IECC’s Workforce Education department, has offered to market our Fire Brigade Training, along with the Burn Tunnel, at a Holmes Safety Association meeting on August 5th. He will be presenting a slide show, and will be using several of our Burn Tunnel photos. Representatives from several mines, including MaRyan Mining, Tri-County Coal, Viper Mine and Hillsboro Energy will be in attendance. This will be good exposure and promotion for our program and training facility; The Nursing Department recently received a new instructional tool, METIman. Man-Tra-Con, on behalf of ConnectSI, received a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) to provide funds for the purchase of equipment for partnering community college’s nursing programs. The $40,000 METIman is designed to provide everything needed to teach fundamentals of nursing skills. Scenarios are included to allow integration of specific learning content into the curriculum. Nursing faculty plan to implement simulation in lab courses to allow students an opportunity to practice critical thinking skills prior to attending clinical courses; and, SIC’s FY11 Perkins Grant application has been accepted, pending state budget approval. Our available Perkins allocation for next year has increased to $142,618.00 from the FY10 original allocation of $128,382 (not including the additional Perkins allocation noted above).

Dr. Sarah Bond, Executive Dean of Student Affairs, reported on the following: Referenced an email from a student; Southeastern Illinois College has been accepted by the Department of Defense for the Military Spouse Career Advancement Account (MyCAA) program. The Department of Defense (DoD) Military Spouse Career Advancement Accounts (MyCAA) program provides up to $6,000 of Financial Assistance (FA) for military spouses who are pursuing licenses, certificates, credentials or degree programs leading to employment in Portable Career Fields; shared information regarding ESPN-U air times for the collegiate shotgun championship held this past April; attended the Illinois Community College Chief Student Service Officers summer meeting in Oak Brook, Illinois on June 23-24th. Dr. Bond serves as the chair for the financial aid taskforce. In addition, a new athletic taskforce was established in which she serves as co-chair; Emily Henson, Southeastern’s Financial Aid Director, attended a Veterans Certifying Officer Conference at Eastern Illinois University on June 24, 2010; On 6/30/10 a retirement celebration was held in honor of Dr. David Nudo, Director of Counseling; On 7/6/10 Student Affairs staff participated in an in-service entitled “Recognizing and Preventing Violence in the Workplace – Be a Lion! Surviving School Violence.”; On 7/8/10, the
Title IV SSS Program took ten of their participants to the University of Southern Indiana for a campus tour; The Athletic Department held a Golf Scramble fundraiser on July 9, to benefit the Men’s and Women’s Basketball teams; On 7/8/10, the Forensics Team traveled to Barnes and Noble in Evansville, IN, for their annual “information and material gathering” field trip; July 9-13, Dan Holt, PBL Adviser, and Calista Drone, PBL member, attended the PBL National Competition in Nashville, TN; The Cosmetology Club held a “Hair-Cut-a-thon” as a fundraiser for Relay for Life July 13-July 15; The Title IV SSS program is offering the Supplemental Grant Scholarship again this summer, with approximately 12 SSS student members applying for this scholarship; July 16-July 18, The Falcon Production Company used the George T. Dennis Theatre for a production of Godspell Junior; On July 21, 2010, Melissa Cushman from the State Approving Agency will be at SIC to audit veteran files; The enhanced New Student Orientation will be held in two sessions for incoming freshman on July 22nd from 10-1 and July 29th from 5-9 pm. The enhanced orientation is a result of the successful pilot project this spring. In addition a similar orientation will be held for Athletes on August 13th from 2-4:30 pm; The establishment of a Veterans Success Center continues to be a primary concern and goal. Plans are underway to establish this center with the limited current resources and staff. In addition, the Department of Education Office of Postsecondary Education has encouraged institutions of higher education to develop model programs to support veteran student success in postsecondary education by coordinating services to address the academic, financial, physical and social needs of veteran students. A federal grant is being sought to support this endeavor; New employee training has been successful. A comprehensive training plan was established and is currently underway to ensure success for the Academic Advisors, it should be noted that successful employee training has also recently occurred with the Financial Aid Director, Financial Aid Assistant and Veterans Student worker; A Joint Card System has been established to provide a single card service for students. The system will incorporate the student ID and library card. Meal card, fitness center access, SSS lab services and printing services are scheduled to be incorporated. In addition, a student will now be able to set up their card in the library; Conversations have occurred with the University of Illinois College of Agricultural, Consumer and Environmental Sciences. The conversations have included the continued partnership with Illinois Extension and Outreach, possible enhanced opportunities with Illinois Extension, establishing a transfer agreement with the agriculture curriculum and the potential for teaching opportunities with UIUC staff. Dr. Rice will provide additional details.

Ms. Lori Cox, Director of the Workforce and Small Development Center, reported on the following: the WSBDC was awarded a $40,000 Bridging the Digital Divide grant and have already received the funding. The money will pay for laptops, supplies and an employee to teach computer classes in the college district. We have letters of support from the Golden Circles, the Housing Authorities and other community entities we will partner with to provide this training free of charge to area residents; the Illinois Department of Commerce and Economic Opportunity just completed an annual site visit and we received high marks; we are continuing to work with partners putting on the Sustainable Living Conference in October at the Dixon Springs Center. This will be a two-day workshop with classes, demonstrations, and activities on topics such as energy efficiency, bee keeping, organic gardening and business development; we are working with the City of Carmi and the Carmi Chamber on a Downtown Revitalization Project; we will be hosting some “Starting Your Business in Illinois” classes in the fall; I am putting together a new customer service program with the anticipation of the Star Bond Project and increased
tourism for the area. I will have more information on this at the August Board Meeting; we are working with Southern Illinois Tourism, The Shawnee National Forest and The Illinois Dept. of Conservation in addition to area tourism industry business about the possibility of the Vacation/Education Program, Agritourism Programs, and Outdoor Recreation Programs. I will also provide more information on this at the August Board Meeting; I have been appointed to the Connect SI Foundation Board as a representative from the southeastern Illinois area.

Ms. Donna Patton reported that her office wrote and disseminated 9 press releases, 1 display/radio ad, 2 classifieds, and created and completed 3 mailings of informational packets regarding programs and tuition discount to 10 closest out of state biofuels facilities. She noted she has worked in ordering give-aways for the 50th anniversary celebration and also worked with Barbara Potter and Judy Comer on the banners and locations for the banners to be displayed throughout the college district. She noted that the 2008/09 audit has been completed and Kemper will make a presentation to the Foundation Executive and Finance Committee on July 29. She reported that a Kemper representative, and college staff met to reconcile accounts for amounts of scholarship funds owed to the College. It has been determined that the College should bill the Foundation 2 times a year (July and December) so that the Foundation can budget properly for it. She said she has worked with Dr. Rice and Dr. Seten on the restructure and reorganization of the Foundation operations and hope to begin to implement the reorganization soon. She indicated that 407 solicitation letters have been mailed to the Medical community in the tri-state area for the Nursing Stipend and that approximately one-third of the monies needed thus far have been raised. She reported that no information has been received from the Veterans Administration as of this time regarding whether the SIC Foundation Center has been selected as the site of the Harrisburg VA Clinic but she hopes to hear something soon. The last information she had received was those who had submitted a bid that was rejected were notified that they had been eliminated. Since the Foundation did not receive elimination news she remains cautious but hopeful.

Ms. Nicole Trepanier, student trustee, reported the Cosmetology club partnered with Maurices to host a Hair-a-Thon on July 13-15 to benefit Relay for Life. She noted the competitive shot gun team is competing in a tournament in Sparta. She said the Student Government Executive Board will meet next week to plan their fall activities and the new student orientation will be held Thursday, July 22 and Thursday, July 29.

Mr. Richard Morgan, Athletic Booster Club liaison, reported that some members of the booster club met recently with Dr. Pat York, board chair, as a means of showing support between the booster club and the Board of Trustees. He noted the booster club sponsored a golf tournament in July and plans are underway for the annual booster club dinner.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Mr. Allen to approve the June 15, 2010 regular and closed session minutes, destroy the December 2008 closed session tape, to approve the treasurers report, and the June bills in the amount of $1,723,280.88 which included $773,701.60 in payroll. On roll call, the following members voted:
Aye    Nay
Mr. Allen
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Trepanier (advisory vote)

**Action Items**

**Nursing Fee Increase**

A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees approve to increase nursing fees due to an increase from Continental Testing Service, the company which provides NCLEX testing for Southeastern nursing students. As of July 2010, the NCLEX fees will increase from $288.00 to $291.00. Since nursing students from both the PN and ADN programs pay this fee that is attached to their exit course(s), ie., ADN 278 and NUR 211, a total fee increase of $3.00 for both courses was approved to help offset the increased cost. The increase will become effective July 1, 2010.

All members voted aye. Motion carried.

**SAFE 290 Selected Topics in Firearms Fee Request**

A motion was made by Mr. Ellis and seconded by Mr. Morgan that the Board of Trustees approve the following fee structure for the firearms SAFE 290 course effective August 1, 2010:

<table>
<thead>
<tr>
<th>Semester Hours of the Class</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 Semester hour - 1 semester hour</td>
<td>$20</td>
</tr>
<tr>
<td>1.5 semester hours - 2.5 semester hours</td>
<td>$35</td>
</tr>
<tr>
<td>3 semester hours</td>
<td>$45</td>
</tr>
</tbody>
</table>

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

A motion was made by Dr. Barbre and seconded by Mr. Ellis that the Board of Trustees approve the following curriculum recommendations.

**(New Course) SAFE 290 Selected Topics in Firearms – 3/3/0**

**(Variable Credit & Repeatable 3 times)**

This course is intended for the individual consumer with a variety of topics/issues involving firearms, safety, ethics, and the law. This course can be used with the firearms simulation equipment for short term classes that can be customized to a particular group. Effective: August 1, 2010
(Previously approved course) PE 169 Fitness Through Walking
Previously approved course that is being expanded to include tuition waived for immediate family members as part of the capture and create initiative and to promote wellness.

All members voted aye. Motion carried.

Chargeback Request

A motion was made by Mr. Morgan and seconded by Mr. Allen that the Board of Trustees approve a chargeback request from Matthew Kerns, 363 County Road 600 E, Norris City, IL to enroll in the Electrical Distribution System Certificate program at Rend Lake College during the 2010/11 academic year.

All members voted aye. Motion carried.

Expenditure of Capital Bond Funds for ADA Access and Additional Improvements for Connection between Buildings B and G Request

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve the expenditure of $7,200 of capital funds for the installation of an ADA accessible door and up to $3,000 in additional funding for renovation and construction projects for the patio area.

All members voted aye. Motion carried.

At this time the Board went on to non-action items while waiting for Mr. David Pistorius, Mid-State Financial, to arrive at the meeting to help facilitate the remaining two action items.

Non-Action Items

Board Retreat Discussion
The Board discussed the need for a Fall Board Retreat to discuss the Board self-evaluation process that was conducted at the March board retreat and to discuss governance issues. Potential dates were discussed and Mrs. Potter was directed to contact Mr. Mike Monaghan, Executive Director ICCTA, to determine when an ICCTA representative would be available to facilitate the retreat as prescribed by Illinois law.

Illinois Community College Board FY11 Budget Update

Information was distributed to the Board from the Illinois Community College Board (ICCB) concerning the FY2011 budget. It was noted that the Governor reduced higher education by $100 million. Community colleges were reduced by $13 million. Dr. Rice noted that funding for community colleges has remained relatively level for nearly a decade. He said extremely long delays in payments will be the greatest concern for SIC making cash flow very abnormal. He reported that there has been discussion that ICCB plans to voucher the state comptroller monthly to perhaps help cash flow to colleges. Smaller, more frequent vouchers may be passed more readily.
To put state reimbursement per credit hour in perspective, and to help demonstrate how relatively flat funding from the state has not kept pace with increased credit hours from community colleges the following data was presented:

<table>
<thead>
<tr>
<th>Year</th>
<th>ICCB Reimbursement Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td>$29.54</td>
</tr>
<tr>
<td>2004</td>
<td>$26.97</td>
</tr>
<tr>
<td>2008</td>
<td>$18.61</td>
</tr>
<tr>
<td>2011</td>
<td>$13.13</td>
</tr>
</tbody>
</table>

At this time Mr. David Pistorius arrived at the meeting to discuss the following two action items.

**Consideration and Action on a Resolution Providing for the Issuance of Taxable General Obligation Community College Bonds, Series 2010A and General Obligation Community College Bonds, Series 2010B**

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve the consideration and action on a resolution providing for the issuance of taxable General Obligation Community College Bonds, Series 2010A and General Obligation Community College Bonds, Series 2010B.

Mr. Pistorius noted that the bonds have been sold and there was local participation. He noted the closing date would be August 4.

On roll call, the following members voted:

**Aye**
- Mr. Allen
- Mr. Ellis
- Mr. Morgan
- Dr. Barbre
- Dr. York
- Ms. Trepanier (advisory vote)

**Nay**

All members voted aye. Motion carried.

**Consideration and Action on a Resolution Providing for the Execution of an Escrow Agreement in Connection with General Obligation Community College Bonds, Series 2010B**

A motion was made by Mr. Morgan and seconded by Mr. Ellis that the Board of Trustees approve the consideration and action on a resolution providing for the execution of an escrow agreement in connection with General Obligation Community College Bonds, Series 2010B.

On roll call, the following members voted:
All members voted aye. Motion carried.

The Board returned to the remainder of the non-action items at this time.

50th Anniversary Celebration Update

Dr. Rice asked the Board to mark their calendars for Sunday, September 12, 2010 as the date for Southeastern’s 50th celebration. He noted tours of campus will begin at 1:00 p.m. with the actual ceremony and program beginning at 2:00 p.m. in the Student Center. He emphasized with budgets tight the celebration will be somewhat more lowed keyed than we would wish, but given the economic climate in the state and its effects on campus that we must live within our means in a tasteful and sensitive manner.

Some of the information shared with the Board is that the committee has created decade banners (60s, 70s, 80s, 90s, and 2000s) that will be displayed in the VPAC, Student Center, David L. Stanley Center, Robert I. Gregg Center, and the Foundation Center. Pepsi has donated eleven large 20’ plastic banners that will be displayed in Harrisburg, Eldorado, Galatia, Carrier Mills, Shawneetown, Ridgway, Carmi, Golconda, Elizabethtown, Norris City, and Enfield.

He noted advertisements will be placed in district papers inviting the community and public to attend the celebration. There will also be a fall billboard advertising our 50th. Southeastern Illinois Electric Cooperative has donated the use of their tram to transport visitors from the parking lot to the building entrances. Curtis Rowlen has volunteered to construct patio benches, and he and Ed Fitzgerald are working on a prototype. Mr. Fitzgerald is also working on plans to renovate the patio through the use of capital funding at a minimal cost (repainting the fountain, glazing the aggregate, etc).

Gym Floor Proposal

He reported that “Naming of the Gym Floor” item on last month’s agenda was tabled and has been moved as a non-action item for this month because the “naming” has been withdrawn from the proposal and it appears that it will now be in the nature of a donation.

Closed Session

A motion was made by Mr. Allen and seconded by Dr. Barbre 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 7:05 p.m. On roll call, the following members voted:

**Aye**
Mr. Allen
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Trepanier (advisory vote)

**Nay**

A motion was made by Mr. Ellis and seconded by Mr. Allen to reconvene into open session at 7:46 p.m.

**Personnel**

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the following personnel items:

**Position Description Revision – CPR and Training Coordinator**

---

**CPR and Training Coordinator**  
*(Full-time position)*

SALARY: $22,000  
DIVISION: Workforce & Illinois Small Business Development Center

LOCATION: Workforce & Small Business Development Center (WSBDC)  
REPORTS: Lori Cox, Workforce & SBDC Director

PREPARED: Lori Cox  
APPROVED: Dr. Ray Cummiskey  
BOARD APPROVED:  
REVISION:  
Date: July 11, 2006  
Date: July 11, 2006  
Date: August 15, 2006  
Date: August 8, 2006

**POSITION SUMMARY:** This is a full-time position and requires the availability to work a flexible schedule Monday – Friday from 8 – 4:30. In addition, flexibility will be required with some night and weekend hours to meet the needs of the department. Some travel and overnight stays may be required.

The candidate must perform clerical/administrative duties to support the daily business activities of the CPR and training programs. These included, but are not limited to issuing CPR cards, maintaining files, maintaining correspondence with instructors, maintaining inventory and budgets, scheduling on-campus and community service classes and placing orders for CPR
supplies. In addition, this position will develop the WISBDC training programs, expand list of speakers, survey area business needs, networks and maintains contact with area business, Maintain SBDC client files, develops follow up success stories, and works with SIC marketing department to market WISBDC services. He/she must also be available to work a flexible schedule at various locations as required to meet the needs of the department. This position requires working with various businesses in District #533 in addition to the curriculum committee, guidance counselors and instructors at Southeastern Illinois College. Recruiting and securing CPR instructors and trainees will be required. The suitable candidate must be a self-starter, team-player and extremely customer service oriented.

**ESSENTIAL RESPONSIBILITIES:**
Must be proficient in: Phone Skills, Letter Writing Skills, Microsoft Word, Microsoft Excel and Dealing with students and professionals;

Must be able to recruit and secure CPR and business training instructors;

Arrange training programs for WISBDC clients and the business community;

Provide training based on needs determined necessary by surveys or assessments;

Execute the daily operations of the program;

Attend appropriate training activities and conferences to enhance the program;

Perform outreach services for the CPR and Training Programs that may be assigned by the supervisor; and

Perform other duties as assigned by the supervisor.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION REQUIREMENTS:**
Associate Arts, Associate Science or Associate Applied Science preferred. High School Diploma or GED required.

**COMMUNICATIONS 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, negotiate contracts agreements, manuals procedure reports, and/or ability required.

**REASONING ABILITIES:**
The candidates must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

Position Description - Institutional Advancement Officer (New)

Institutional Advancement Officer
(Full-time position)

SALARY: Division: President’s Office

SHIFT: Day schedule with some variable hours.

LOCATION: Main Campus
REPORTS TO: Director of Marketing & Institutional Advancement, President

BOARD APPROVED: Date:

POSITION SUMMARY: Assist supervisor & implement all fund-raising programs including major gifts, annual giving, capital campaigns, alumni relations, community relations, planned giving, private Foundations, event planning, prospect research and development.

KNOWLEDGE OF: Fundraising; non-profit (501-3L) organizations; budgeting and accounting; principles and techniques of establishing and maintaining good public and community relations; production and dissemination of information; organizational skill sets; use of computer systems and applicable software. Grant experience is preferred.

ABILITY TO: Motivate volunteers and staff; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with the media, community partners, college faculty and staff, analyze situations accurately and in a timely manner adopt an effective course of action; meet schedules and deadlines; work in confidentiality and with discretion at all times; and must possess interpersonal skills using tact, patience, and courtesy in a professional manner with the upmost transparency.

DUTIES AND RESPONSIBILITIES:

• Assists supervisor & assigned personnel with:

  o SIC Foundation duties as assigned.

  o Preparation of a Financial Commitment Plan for the College.

  o Promotion of a strong and positive image of the College and the Foundation.

  o The Foundation’s long-range and short-term fund-raising efforts.
- All functions of Foundation fund raising events (e.g. golf tournament, bass tournament, homecoming, or other events otherwise developed).

- Developing and maintaining a donor database and donor recognition plan, monitoring the processing of all gifts to assure that all pledges and payments are managed and acknowledged accurately and in a timely manner.

- Creation of the annual operational budget and quarterly reports.

- Foundation, record keeping, bookkeeping, accounts, etc.

- Funding and expense reports consistent with General Auditing Principles including permanent, temporary, unrestricted, commercial real estate, building trades and construction and Foundation operational accounts.

- Foundation correspondence in an open and transparent manner between the College Board of Trustees and the Foundation Board of Directors, students, faculty, staff, stake holders, media outlets and donor community.

- Positive public communication.

- Representation as the Foundation at State, Local, and National conferences/meetings/events as designated by the Foundation Executive committee.

- Financial oversight of the Falcon Society, Alumni Association, Athletic Booster club, and Game Preserve Management Intern program and any other approved program(s).

- Fundraising policies and procedures must be followed and approvals obtained for all fundraising activities and events.

- Financial status report for Athletic Booster Club and Game Preserve Management Intern program and any other approved program(s).

- Foundation board and committee meetings, including preparation of agenda and minutes which are disseminated in a timely manner.

- Perform all other duties commensurate with the position as assigned by the supervisor or College President.

- Grant applications and/or supervision.

- Conducts prospect research, identification, strategy development, visit/call preparation and proposal development.
- Create & implement a fundraising plan approved by supervisor, the president, & SICF chair.

- Participates in the college’s strategic planning process as it relates to resource development.

- Conveys the College’s and the Foundation’s strategic plans to donors and prospects.

- Establishes and strengthens relationships with existing donors, corporations, Foundations, governments and the greater community in an effort to broaden the College’s overall funding opportunities.

- Solicits new large, individual, corporate and Foundation and private sector (local, state, regional and national) gifts, funding and scholarship opportunities.

- Works cooperatively with the College administration (Dean of Enrollment Management and Student Development) to transfer the Foundation scholarship funding in an efficient, effective, and timely manner. The Foundation Director will serve on the SIC Scholarship Review Committee. The SIC Scholarship Review Committee will oversee all scholarship processes.

- Facilitates the expansion and growth of annual membership groups (e.g. Alumni and Friends, Falcon Society, etc.).

- Serves as liaison with membership group’s steering committees and boards.

- Assists with the Foundation strategic planning process in developing and implementing a strategic plan that includes the goals and objectives tied to the College strategic plan.

- Assists the director with College assessment team in development and reporting of assessment goals and objectives as they relate to resource development.

- Maintains a highly visible presence as a representative of the College in community leadership circles and events increasing the College and Foundation’s visibility and identity.

- Builds a strong volunteer structure for development.

- Participates with weekly management meetings with Foundation staff (Administrative, security, and maintenance)

- Assists supervisor with budgets & monitors accounts payable and receivable in the assigned area.

- Assists assigned personal with foundation scholarships including but not limited to:
o Working with donors and recipients of scholarships.

o Provide donors with completed scholarship applications if necessary.

o Receiving letters and checks with recipients name on it from donors.

o Monitor scholarship eligibility on the scholarship restrictions such as GPA, full-time or part-time status, etc.

o Monitor donor restrictions on the scholarship (e.g. used for tuition/fees, books, or other educational expenses)

o Monitor when the scholarship is to be issued.

o Assist with the administration of scholarships.

• Assists with SICF Center (building) as related and/or needed per supervisor(s)’ requests.

• Expands planned giving / estate giving and other fund-raising ventures.

• Creates promotional materials that help advance a positive image of the College & Foundation including but not limited to:
  o Posters, brochures, fliers
  o Letters, forms, applications
  o Web page contact management
  o Others as assigned

• Assists the supervisor with any & all assignments related to supervisor’s functional duties.

• Other duties as assigned.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Fundraising experience preferred. Experience in a community college setting preferred. Strong interpersonal and communications skills. A demonstrated ability to work as a member of a leadership team. Demonstrated experience in the use of basic Information Technology. Experience in fundraising, grant writing, and/or other resource development is also preferred.

EDUCATION: Bachelor’s degree highly preferred.

COMMUNICATIONS 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.

Position Description – Digital Divide and Connect SI Coordinator (New)

**Digital Divide and Connect SI Coordinator**
(10 month full-time grant position)

**SALARY:** $22,000 - $25,000  
**DIVISION:** Workforce & Illinois Small Business Development Center

**LOCATION:** Workforce & Small Business Development Center (WSBDC)  
**REPORTS:** Lori Cox, Workforce & SBDC Director

**PREPARED:** Lori Cox  
**DATE:** July 20, 2010

**POSITION SUMMARY:** This is a full-time position and requires the availability to work a flexible schedule Monday – Friday from 8 – 4:30. In addition, flexibility will be required with some night and weekend hours to meet the needs of the department. Some travel and overnight stays may be required.

The candidate must perform clerical/administrative/program duties to support the daily business activities of the Digital Divide and Connect SI. These included, but are not limited to scheduling and teaching computer classes, developing and distributing marketing materials, submitting reports and executing the Digital Divide grant while adhering to all DCEO requirements. In addition, the candidate must perform outreach duties for the Connect SI project including, but not limited to visits with local, county and state government officials, scheduling and hosting area-wide and town hall meetings and work with the Community of Interest co-chairs, Executive Team, and Executive Director of Connect SI. This is a DCEO/Digital Divide and Connect SI grant funded position.

The candidate must be available to work a flexible schedule at various locations as required to meet the needs of the department. This position requires working with various businesses in District #533 in addition to the various campus departments, counselors and instructors at Southeastern Illinois College. The suitable candidate must be a customer service oriented, team-player and extremely self motivated.

**ESSENTIAL RESPONSIBILITIES:**
Must be proficient in: Phone Skills, Letter Writing Skills, Microsoft Word, Microsoft Excel and Dealing with students and professionals;

- Market the Digital Divide classes based on the demographics in the grant agreement
• Work with the various partners to provide this free training
• Learn and teach the Microsoft Digital Literacy program and the Microsoft Unlimited Potential Community Learning Curriculum
• Operate the computer lab for walk – in training during open lab hours
• Travel to all training sites
• The COI Liaison will actively support working toward the objectives set forth in the Connect SI Strategic Plan
• Facilitate Connect SI Marketing plans: submit success stories, schedule town hall events, create press releases, presentations at community organizations/events
• Prosper working relationships with existing elected and economic development officials to ensure Connect SI activities support/augment existing community goals/activities
• Promote and facilitate Connect SI tools: Economic Scenario model training and usage, GIS mapping presentations and requests, Retention Survey results
• Participate in bi-weekly planning meetings with Executive Team and attend all Leadership Advisory Meetings
• Perform other duties as assigned by the supervisor

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENTS:
A Bachelors Degree in education, computers or related field or equivalent in a work-related field will be required.

COMMUNICATIONS 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, negotiate contracts agreements, manuals procedure reports, and/or ability required.

Professional Internship Request – Nursing Division

Approved Sue Harmon, an MSN-candidate at McKendree College, to complete an internship in Southeastern Illinois College’s Nursing division during the 2010-2011 academic year. Ms. Harmon is currently completing requirements for an MSN in Nursing Education and is required to participate in classes with ADN faculty.

Family Medical Leave Notice (FMLA)

Approved an FMLA for Ms. Deloris Droit, Events Facilitator.
Resignation of Assistant Softball Coach

Accepted the resignation of Bryanna Smith-Rigsbey effective immediately.

Resignation of Fitness Center Monitor/Assistant Men’s Basketball Coach

Accepted the resignation of Wesley Durrant effective immediately.

Employ CPR and Training Coordinator

Approved to change the employment status of Ms. Debbie Hadfield from part-time to full-time and that the salary be changed to $22,000 effective July 21, 2010.

Employ Dean of Community Education

Approved the employment of Ms. Jane Flannigan as the part-time Dean of Community Education for up to 32 hours per month, August through June, at an annual salary of $9600 per year effective September 7, 2010.

Employ ABE/GED Coordinator & Data Manager

Approved the employment of Ms. Terry Lucas as the ABE/GED Coordinator & Data Manager for a salary of $18.00 per hour for 28 hours per week. This will be a 10-month per year position, effective August 2, 2010.

Employ ABE/GED Assistant to the Coordinator

Approved the employment of Tina Kuppart as the part-time ABE/GED Assistant to the Coordinator for a salary of $15.00 per hour for 40 hours per month for 10-months per year effective August 2, 2010.

Employ Cosmetology Instructor

Approved the employment of Wendy Harris as the full-time Cosmetology Instructor effective Fall 2010 to be placed on the SICEA salary schedule at BS + 0, Step 10 which is $43,250 and will be adjusted according to the FY11 SICEA schedule upon ratification of the new contract.

Employ Head Softball Coach

Approved the employment of Ross Hill as the Head Softball Coach for a stipend of $3,864.67 (FY 2009-10 SICEA rate – will be adjusted, if applicable, when the FY10 SICEA contract is ratified).

Employ Assistant Baseball Coach
Approved the employment of Timothy Mannisi as the assistant baseball coach for a stipend of $3,221.68 (FY 2009-10 SICEA rate – will be adjusted, if applicable, when the FY10 SICEA contract is ratified).

Employment of Adjunct Faculty

Approved the following list of adjunct faculty:

**Summer 2010**
Fuller, Danae THTR 280 A

**Fall 2010**
Ahlfield, Clayton FOS 112 X
Aud, David EMT
Bratcher, Amy NUR 195-O
Cooper, Ed MATH 109 C
Cusic, Lisa Ann NUR 195
Deal, Randy NUR 195/HLTH 101/112
Dixon, Sandra NUR 153-O/170/171
Eversmann, Elizabeth ADN 214 O/216 O/271/273
Healy, Sara Jo HLTH 101/112/NUR 195
Kane, Tracy CRJ 112/114 A
McDaniel, Mark HLTH 118
Packard, Catherine ENG 105 O
Robinson, Suann HLTH 112/NUR 195
Spivey, Beverly HYG 121/NUR 171
Sykes, Jane NUR 153 X
Totten, Jim HYG 113
Wang, Chih-Fang CIS 151 A/279
Warren, Sue HYG 121-O
Williams, Jane NUR 195

**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 8:47 p.m.