The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, March 16, 2010, at 6:00 p.m. 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, Dr. Pat York, and Cacy Ellis, student trustee. Absent: Chuck Hearn. Also present were: Dr. Jonah Rice, Donna Patton, Karen Weiss, Brian Surprenant, Dr. Dana Keating, Lori Cox, Tim Walker, and Barbara Potter.

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

Dr. Rice swore in the 2010-11 student trustee, Nicole Trepanier of Shawneetown, Illinois who will assume her student trustee duties beginning at the July Board of Trustees meeting. Ms. Trepanier was selected by her peers.

Reports

Dr. Barbre reported that the next ICCTA meeting will be held in March.

Dr. Rice reported we are working with Campus Living to offer housing scholarships to veterans. Campus Living has offered eight scholarships to veterans who major in one of SIC’s green collar programs, including our energy efficiency carpentry program. Veterans may also take courses in biofuels. More courses and programs are forthcoming. We are also working with federal legislators and the Veteran’s Association to promote this program.

We are working with the SIC Foundation and Alumni and Friends Association to maintain and improve processes and services. The college is working closely with the Foundation on helping to secure two more entities in the Center.

We have secured verbal agreements with three colleges to offer customized firearms training in conjunction with the Mobile Training Unit. The MTU board will meet soon to discuss our MOU with them. The MOU is enclosed for your review. Continuing communication will occur.

We have secured training ventures with the two largest regional hospitals through the WSBDIC. This will generate hundreds of credit hours. We have also secured additional wellness partnerships with local entities that will generate additional credit-bearing educational opportunities. Other educational opportunities have been created for student groups visiting campus for training and student support services. We have more partnerships in progress for this year and next year. These programs are part of our Capture and Create Initiative and have been a team effort on the part of cabinet and related offices.
I will be having a Brown Bag It Chat session with employees on campus. I will invite small groups from cross-sections of employees to have lunch in the old home economics lab in A-Building. The will be spread out through the semester. We have a list created and will send invitations soon. This is to continue open, honest, meaningful dialog on campus.

Dr. Keating reported on the following: The Title III grant application is well underway. Members of the planning team and I are having regular telephone conferences with the consultants. More information will be shared at the meeting. Progress continues on the “shooting simulator” project. The course was written by Brian Surprenant, and was approved by the Curriculum Committee on February 25. We are currently awaiting the response from the MOU 15 Advisory Group, which meets later this month. Earlier this month, Dr. Rice announced that Karen McConnell was selected by the faculty as the recipient of the Loren P. and Velma Dallas Outstanding Faculty Member Award. Thanks to Karen for her many contributions to Southeastern, and congratulations on receipt of this distinguished honor. Tina Kuppart and I participated in a telephone conference with ICCB and the State Director of Adult Education concerning budget issues. We were told that we had received all of the funds that we were going to get for this fiscal year. We have received 75% of our funding at this point. They indicated we would get the fourth payment at some point, but they did not know when that would be. They also indicated that next year we would only receive 50% of the funds they allocate to us. Further information will be available in April at the Adult Ed Administrators meeting in April. I attended the meeting at the Southeastern Illinois Regional Planning Commission to get information and application forms for the next round of grant submissions. I have been working with Karen Weiss and Gina Sirach to put together an application for funding for a Pharmacy Tech program. We will be requesting approximately $25,000, which will completely fund the program for the first year. On February 23, the HLC Steering Committee met to discuss the process of writing the required monitoring report. Progress is underway. Karen Weiss and I will be attending the Higher Learning Commission Conference in Chicago April 11 – 13. We hope to gather information that will assist us in writing the monitoring report, as well as learn about the new accreditation options that will be available to us.

Mr. Surprenant reported on the following: Census testing at the White County Center has continued throughout the month. Also, from February 23-26 the Census Bureau conducted Census Training at the White County Center. Sunday, February 21, was Carmi’s Tax Blast at the White County Center. Tax preparers traveled from Springfield and other areas to provide free tax preparation for individuals with an income less than $25,000 and families (with more than one person in the household) with an income less than $50,000. On Friday, March 5, Trelleborg YSH, a large manufacturing plant in Carmi, will be conducting a Wellness Workshop for their employees at the White County Center. Mr. Lees reported that the MIG team was named a finalist for the “Outstanding Delegation” Award. SIC led the entire simulation in total points (more than doubling the points of the closest small delegation), while also outscoring the large delegation winner by four. MIG rules prohibit any team from winning consecutive Best Delegation Awards (SIC won the best small delegation award last year). Head Delegate Skyler Butler was elected majority leader and also won the Donna Lennon Award for Outstanding Member of the House. Beka Nenonen was awarded the David Hunt Award for Outstanding House Chairperson and first year delegate Heather Robertson won the Robert Spencer Award for Outstanding Freshman Delegate. This is the first time in school history the delegation has
brought home three major awards. Our students were also elected to four committee whip and four floor whip positions while Andrew Erbes served as Speaker of the House. The team compiled a total of 14 composite points which sets a new school record. The students have much to be proud of. On February 23, Brian Surprenant participated in a conference call between the Illinois Articulation Initiative Panel Chairs, ICCB and IBHE staff. The purpose of the meeting was to formalize the recommendations of the major panels, strengthen the recommendations from the major panels with the senior institutions, and to give some guidance on the spring IAI major panel meetings. In the past, meetings of this nature would have been conducted in person. On March 5, a conference call was made with Malinda Aiello, Director for Academic Affairs (ICCB) and William McCamey, Co-Chair of the Criminal Justice Panel to establish the agenda and meeting date for the spring IAI Criminal Justice panel meeting. Program review for the Associate Degree Nursing, Practical Nursing and Certified Nurse Assistant was conducted on March 4. The Curriculum Committee met on February 25 and a summary of the committee action has been submitted for the board approval.

Mr. Walker reported on the following: All payments have been made from the remaining contingency fund. We have received confirmation from the Accounting Office of the Capital Development Board however the funds have not been released to the college as of this date and time. The Board agenda will include an option to return $350,000 of the remaining funds to the Carmi RAMP project. These funds were established from unrestricted cash and may offer additional funding options to meet cash flow demands, should the Board choose to exercise such option. The Welding program of SIC has taken on the task of constructing three sets of steel doors for the Burn Tunnel. Xtreme Welding of Ridgeway, Illinois is fabricating the door frameworks and Big Buck Construction is schedule to erect the first door assembly the week of March 15th. All door construction and erection is to be complete before April 1st. LP fuel supply will be permanently installed prior to class work. Howton Plumbing of Harrisburg will provide services for the installation. Bids are being solicited at this time for the infrastructure work for the outdoor instructional support facility and for the firearm training equipment. The diesel storage facility structure is erected and electrical work continues. All work should be concluded within 5 working days. I completed Incident Command – General and Staff Training provided by Homeland Security’s Illinois Agent, The Fire Science Institute of the University of Illinois. I trained with police, firefighters, medical and emergency response units in the Metro East St. Louis area during two weekend in February and learned much about their response capabilities. On April 8-9 and 15 -16, college administrators will complete two required courses ICS 300 and ICS 400 to enable us to meet the mandate to execute emergency operations utilizing the National Incident Management system. With the establishment of the planned contingency reductions in the amount of $1.4M budget as discussed in at the March 4, 2010 meeting of the Board of Trustees, the budget process will begin in earnest immediately after spring break. Considering the necessity to include capital funds management as part of the financial planning for significant delays in state funding disbursements in FY 2011, we are suggesting tabling further formal energy conservation measures at this time. The college will continue to use best practices in managing costs in this area.

Mrs. Weiss reported on the following: The Applied Tech (Diesel) Storage Building has been completed as of 2/26/10. The electrical work remains to be completed, which should be completed prior to end of the month. Brochures promoting the Fire Brigade and Mine Safety
curriculum, including the burn tunnel, were mailed out the week of February 15th. Since this time, we have received a couple of inquiries from regional mines asking about the training available. We do have training scheduled throughout the month of April. Scott Reed, Applied Technology Division Chair and IT instructor, has been working with Jerry King and Dr. Keating on a DCEO grant, entitled Project THINK! This particular program involves the creation of a new dual credit computer-related/IT initiative with the in-district high schools. I have been in contact with a potential instructor for our Backhoe/Heavy Equipment Operator short course. My goal is to offer a course prior to the end of the Spring 2010 semester. We have approximately 8 to 10 students interested in the course.

SIC hosted a Business Skills Competition/Spotlight Day on Thursday, February 26th. We had approximately 60 students from six (6) in-district high school on-campus for this event, including Carmi-White County High School, Carrier Mills High School, Eldorado High School, Galatia High School, Gallatin County High School and Harrisburg High School. This was a successful event thanks to Dan Holt, Karen Keasler, Kelli Mahoney and Janelle Baltzell for organizing the competition and day’s activities. SIC also hosted a Nursing and Allied Health Spotlight Day on Friday, March 5th. Approximately 130 high school students from Carmi-White County High School, Carrier Mills High School, Eldorado High School, Galatia High School, Gallatin County High School, Hardin County High School, Harrisburg High School, NCOE, Pope County High School, and Harrisburg Alternative School will be in attendance for the day’s event. SIC will be hosting an FFA Business Competition on March 23rd for District 25 FFA high school groups. CTE faculty have been actively making recruiting visits to local and regional high schools. Specifically, they have visited Union County (KY) High School, NCOE, and Carmi-White County High Schools. Plans are to visit additional high schools after Spring Break. Janelle Baltzell and I attended a CSI-CTE (Consortium of Southern Illinois Career & Technical Educators) meeting on Friday, February 26th hosted by Rend Lake College. These monthly meetings are hosted by participants in the Consortium, which is composed of both secondary and post-secondary institutions. SIC will be hosting the next CSI-CTE meeting scheduled for March 19th. The second Single Parent Symposium was held February 16th at SIC in G Building Conference Room. Participation was higher for this second meeting, with 10 high school/single parent students in attendance. Lance Barbre, with First Financial, was the featured speaker. He spoke on financial literacy. Future symposium dates and topics include:

- March 26th – SIC Career & Transition Day
- April 20th – “Anyone Can Do It, Right?”
- May 4th – “You Deserve IT, TOO!”

Scheduled Events:
March 5 – Nursing and Allied Health Spotlight Day
March 3 – 8 – Game Management students and instructor attending Browning/Briley Shoot in Jennings, LA. Students will be serving as referees for this event.
March 20 – 22 – Cosmetology students and instructors will be attending Spring 2010 Fashion Focus Conference in Nashville, TN. This provides our students the opportunity to attend a national conference as well as exposure to various vendors in the fashion and hair industry. Our instructors also receive continuing education from the conference.
March 19 – SIC hosts CSI-CTE meeting
March 23 – SIC hosts FFA Business Competition
March 26 – New Look Project Single Parent SIC Career & Transition Day
Dr. Bond reported on the following: A verbal update on the current status of the MAP (Monetary Awards Program) grants will be presented at the Board meeting. The Cosmetology Club held a Bake Sale and Silent Auction and Hand Massages, Polish Application and Silent Auction in February. Ten students attended the Sunday ISAC College Goal. Joni Pulliam, Title IV SSS Counselor, presented a Test Anxiety Workshop on February 24. The FCCLA Rally was held at the SIC campus on February 25. There were 112 students from surrounding high schools who attended a day long program that highlighted Performing Arts, Cosmetology and Child Study Center. Throughout the day the FCCLA members were escorted by our very own SIC Ambassadors. On February 26, Tabitha Neal and Kim Hughes, Enrollment Services staff members, attended the “Introduction to Online Business Networking and Social Media” seminar. Enrollment Services is researching the best ways to provide new services to students and the best practices to follow. The Forensic Falcons won the tournament at Harper College, February 18 through February 21. There were 19 schools present, and SIC won with a 70 point margin over 2nd place team McHenry College. Other schools in the top 5 were, 3rd Moraine Valley, 4th College of DuPage, 5th College of Lake County. On February 27 the Newburgh Harp Trio Coffee Concert was held with approximately 75 in attendance. Joni Pulliam, Student Support Services Counselor, and Kathleen Rister, SSS student member, attended National TRIO Day at John A. Logan College on February 27.

Financial Aid Nights were held at the following district high schools:
2/24 Eldorado
3/2 Gallatin Co.
3/3 Carmi
3/4 Galatia
3/16 Pope Co.

Early College and Summer CTE/College Prep Off Campus Senior Registration Schedule:
2/22/10 Hardin County Emma Cauthan & Kelly Boyd
2/23/10 Carrier Mills Emma Cauthan & Kelly Boyd
2/25/10 Galatia Emma Cauthan
2/26/10 Harrisburg Emma Cauthan, Dr. Sarah Bond & Dr. Dana Keating
3/01/10 Pope County Emma Cauthan & Kelly Boyd
3/02/10 Gallatin County Emma Cauthan & Kelly Boyd
3/03/10 Eldorado Emma Cauthan, Kelly Boyd & Joni Pulliam

Ms. Cox reported on the following: SBDC are finishing up CPR training at Carmi-White County with approximately 174 students earning 1 credit hour each. Next week we will be in Carrier Mills High School with CPR with approximately 150 students earning .5 credit hours each. We are moving forward with the Traffic Training School and have met with all state’s attorneys and judges in the area. For right now we are focusing on White, Gallatin and Hardin Counties since they seem to have the most interest in the program. This would not be a credit bearing class, but rather cash up front. We are still working out the details with each county and I will have more info next month after the area judges meet. Brian Surprenant and I will be working with VZ Fitness in Eldorado to sign up their members as SIC students to get 1 credit hour for this semester. Our goal is 200 students. Our hospital training is getting under way this month and we
will be signing up those employees for classes. I will have a more detailed report next month once this gets under-way.

Ms. Patton reported briefly on the reorganization and restructuring of the Foundation.

Ms. Ellis reported the Student Government members designed t-shirts to sell for their spring fundraising project. She noted student activities will include an upcoming Student Government Bowling Tournament on Sunday, March 21 and a Student Government sponsored blood drive on March 31. She reported Phi Theta Kappa will hold their spring induction ceremony on March 25 and the PTK nationals will be held in Florida April 7 – 11. She also noted the Forensics Team will be competing this coming weekend, Night Before Nationals will be held on March 30, and the Forensics will be competing at the national tournament in New Orleans April 3 – 11. She reported the men’s basketball team placed first in the Great Rivers Athletic Conference Region XXIV and the women’s basketball team placed second. The men’s basketball team will now advance to nationals in Hutchinson, Kansas. She said the Great Collaborators will be held on March 27 and the math and science club fundraiser will be held March 31 – April 1.

Mr. Morgan reported the booster club did not meet this past month so there was nothing new to report. He said he wanted to commend Lori Cox and Marcey Martin on doing a nice job when they came to Carrier Mills High School to offer CPR instruction. He said it was a true public service and was appreciated by the students.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the February 16, 2010 regular, the March 4, 2010 special, and closed session minutes, destroy the tapes of August 2008 closed session, to approve the treasurer’s report, and the February bills in the amount of $3,105,625.04 (includes $1,480,000 in Pell Grants) and included $734,388.94 in payroll. On roll call, the following members voted:

**Aye**

Ms. Lane  
Mr. Allen  
Mr. Ellis  
Mr. Morgan  
Dr. Barbre  
Dr. York  
Ms. Ellis (advisory vote)

**Nay**

A motion was made by Dr. Barbre and seconded by Mr. Morgan that the Board of Trustees approve the attached Code of Conduct for adoption.
Southeastern Illinois College offers its students the opportunity to participate in a wide variety of extra curricular activities. Competitive team participation is a privilege and participants are held to a higher standard than the general student population.

Certain standards of behavior are expected of all Competitive Team Participants participating in any Southeastern Illinois College contest. Competitive Team Participants are guests at any event; their participation is a privilege, not a right. Sportsmanship is a form of conduct that promotes and develops respect for fellow participants, coaches and teammates. That respect should also be reflected in each Competitive Team Participant’s behavior toward opponents, officials and spectators. Competitive Team Participants are expected to demonstrate character that embodies the SIC Core Values.

SIC CORE VALUES:

- **Fairness**: We are committed to behavior free from self-interest, prejudice, or favoritism.
- **Integrity**: We embrace moral values and the courage to live up to them.
- **Compassion**: We demonstrate a genuine interest, concern, and respect for others.
- **Self-Esteem**: We see ourselves and others as individuals of value and capable of pursuing our dreams!
- **Responsibility**: We hold ourselves accountable for our conduct and obligations.
- **Learning**: We value learning as a lifetime objective and will continue to promote the attainment of knowledge.

Competitive Team Participants shall recognize their responsibility for proper conduct at any contest, tournament, or event sponsored by the Southeastern Illinois College or other institutions.

- **Violent Unsportsmanlike Behavior**
  Acts of violence during or related to a competitive team contest will not be tolerated. A violent act is one in which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate or otherwise injure a person or property.

- **Non-violent Unsportsmanlike Behavior**
  Non-violent unsportsmanlike behavior during or related to any Southeastern Illinois College event is prohibited. This behavior includes profanity, vulgar gestures and/or abusive language directed at players, coaches, contest officials and/or spectators.

**BEHAVIOR RULES**
Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the College community or which threaten to disrupt the teaching and learning in which members of the college community are engaged. Students enrolling in the College are expected to conduct themselves in a manner compatible to the College’s function as an educational institution. Misconduct for which student’s are subject to discipline are outlined within the Standards of Conduct (Board Policy 9013), found in the student handbook, The Talon. Additionally, inappropriate and unacceptable behavior by Competitive Team Participants will not be tolerated while representing the Southeastern Illinois College.

Unacceptable forms of behavior include, but are not limited to:

1. Violent Unsportsmanlike Behavior
   a. Acts of violence will not be tolerated. A violent act is one in which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate or otherwise injure a person or property.

2. Non-violent Unsportsmanlike Behavior
   a. Non-violent unsportsmanlike behavior is prohibited. This behavior includes profanity, vulgar gestures and/or abusive language, taunting, inappropriate celebration and disrespectful attitude.

3. Unlawful activities (local, state and/or federal)

   Depending on the nature and extent of the violation, Southeastern Illinois College students are subject to the Disciplinary Grievance Procedure found in the student handbook, The Talon.

SEXUAL HARASSMENT, ANTI-HARASSMENT AND NON-RETALIATION POLICY

Southeastern Illinois College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College will not tolerate sexual or any other type of harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on an individual’s race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual’s ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law, will not be tolerated.

   The Sexual Harassment, Anti-Harassment and Non-Retaliation Policy (Board Policy 9016) is outlined in the student handbook, The Talon.

Depending on the nature and extent of the violation, Southeastern Illinois College students are subject to the Disciplinary Grievance Procedure found in the student handbook, The Talon

FIREARM POLICY
Ordinances which prohibit the carrying of firearms, knives, or other weapons are observed. College policy (Board policy 6017) strictly prohibits the carrying of firearms or other weapons of any type on campus with the exception of firearms used as part of lab activities for the Game Preserve Management and Shooting Complex Management Programs. Such use will be restricted to that part of campus designated specifically for use by the Game Preserve Management and Shooting Complex Management Programs and will comply with all applicable state and federal laws governing the use of firearms. Game Preserve Management and Shooting Complex Management students will be allowed to transport firearms on the campus and will be required to park in an area designated by campus administration. Firearms may be carried by these students, cased and unloaded, from designated parking area to the program area via a route to be designated by campus administration. Illinois residents will be required to carry their Firearm Owners Identification Card (FOID) on their person while participating in lab activities or while they are on the game management complex grounds or designated parking area. Non-Illinois residents are not required to possess a FOID card; however, state law mandates that they still carry their firearms cased and unloaded. No one will be allowed to possess and/or carry firearms on any part of the campus other than that specifically designated by campus administration. Violators of this Firearms Policy may be prosecuted for the violation of state law, including by not limited to, Unlawful Use of Weapons, which can be punished by up to 364 days in jail or a $2,500 fine, or both.

Depending on the nature and extent of the violation, Southeastern Illinois College students are subject to the Disciplinary Grievance Procedure found in the student handbook, The Talon.

**DISCIPLINARY ACTION**

Adjudication of violations of the COMPETITIVE TEAM PARTICIPANT CODE OF CONDUCT will be Coach/Sponsor driven with Administrative oversight. Violations are subject to disciplinary action as outlined in the Disciplinary Grievance Procedure that is established for student grievances relating to the conduct and behavior of Southeastern Illinois College students.

In the case of gross disobedience and/or gross misconduct, the Coach/Sponsor must inform his/her immediate supervisor of the misconduct and work collaboratively on disciplinary actions. Should the Coach/Sponsor fail to report the misconduct, the administration reserves the right to review the misconduct before determining a resolution or imposing discipline.

All members voted aye. Motion carried.

**Budget Transfers**

A motion was made by Mr. Allen and seconded by Ms. Lane that the Board of Trustees approve the budget transfers as presented.

All members voted aye. Motion carried.

**Parking Fee Proposal**
A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees approve a recommended parking fee proposal of $5.00 for all faculty, staff, and students effective summer semester 2010. Students will renew their parking sticker annually which will be a $5.00 fee annually and faculty and staff will renew their sticker once every three years and will be assessed a $5.00 fee every three years.

All members voted aye. Motion carried.

Administrative Furlough Policy - Adoption

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees adopt an Administrative Furlough Policy and that the policy supersede the renewal of administrative and twelve-month employees. This policy was presented for a first reading at the March 4 Special Meeting with adoption at the regular March meeting.

SOUTHEASTERN ILLINOIS COLLEGE INTERIM POLICY
ON FURLOUGHS AND LAYOFFS

Policy

When in the judgment of the Board of Trustees there is a shortfall in the College’s budget or other financial emergency requiring a reduction of the College’s personnel costs, this policy may be invoked to require employees to take unpaid furlough days; or optional limited teaching assignments in lieu of but equitable to furlough days and in cooperation with the academic affairs office; or to be laid off without compensation, either permanently or until recalled to employment. [The term “layoff” herein means “layoff without compensation”.] The College reserves the right to require employees to take unpaid furlough days, assume limited teaching responsibilities within their contracts, or to layoff employees, based on the terms of this policy, as a condition of all employees’ appointments and contracts with the College. This policy is applicable to all College employees except for those employees covered by reduction in force provisions of the Illinois Community College Act or where the terms of a collective bargaining agreement conflict with this policy. Furloughs or layoffs deemed necessary for union-represented employees would be implemented independent of this policy following compliance with labor and statutory obligations.

This furlough/layoff policy applies to appointments and employment contracts effective on or after March 1, 2010 and will remain in effect until rescinded or superseded by a permanent College policy. This policy supersedes and preempts any other policy or procedure of the College.

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Notice of appointment forms and contracts issued to all staff subject to this policy will include a notation to the following effect: Notwithstanding any College policy or procedure to the contrary or any other contract provision and, in accordance with College policy (#__________) on furloughs, teaching assignments, and layoffs, the College reserves the right to reduce the pay and service of the employee by requiring the employee to take unpaid furlough days during the period of this contract, or to layoff the employee without compensation, based on budget shortfalls or other financial emergencies necessitating reduction of College personnel costs.
**Procedures**

Upon the determination by the Board that furloughs, teaching assignments, or layoffs under this policy are necessary, the President will consult with other appropriate administrators to develop and issue a plan, including identification of the employees to be affected by the plan, and the number of unpaid furlough days, required course load, or layoffs which will be required.

The President, or his or her designees, is responsible for selecting and notifying employees who are affected by this policy. In determining which employees will be affected, the President or his or her designees have discretion to exclude certain employees from furloughs or layoffs based on the source of funding of an employee’s salary, the operational needs of the College, or other reasons that are in the best interests of the College.

The furlough/layoff plan will be implemented by the President or his or her designees, notifying the employees of the number of days and timing of the action. Whenever possible, employees should be given at least thirty (30) days notice prior to implementation of the mandated action. At the time notice of the action is given, employees will be provided with information and guidelines concerning the details and frequently asked question concerning the furlough/layoff program.

**Furlough Days**

The actual date(s) when an employee will be required to take a furlough day(s) will be determined by the employee’s supervisor, except that the President will determine the length and timing of the furloughs of Vice-Presidents. The supervisor will consult with the employee and attempt to schedule the furlough day(s) based on department operational needs and the employee’s preference. Whenever possible, furlough days will be staggered to avoid more than one furlough day in the same pay period, though employees may also be required to take unpaid furlough days on specified dates when it is possible to curtail College operations. During an assigned furlough day, employees are required not to report to work or perform duties for the College.

The amount of pay reduction for each furlough day will be based on the employee’s “daily rate.” The method for determining the appropriate daily rate for each employee will be determined by the College Vice-President for Administrative Affairs, in accordance with normal College policy and procedures. The President and administrators will be responsible for issuing administrative guidelines for interpretation and application of this policy.
The following conditions apply to furloughs under this policy.

- Hourly, non-exempt employees under the Fair Labor Standards Act will continue to be paid for days worked and will not be paid for the days for which they take furlough leave without pay. Days for which employees take furlough leave without pay will not count towards determining overtime.

- Exempt employees under the Fair Labor Standards Act will not be paid for days for which they take furlough leave without pay. The salary reduction will occur in the pay period in which the furlough leave without pay is taken.

- Furlough leave without pay will not affect health care benefits. Employees will receive the same health care benefits as otherwise available. Accordingly, for example, employees will continue to be covered by the College’s group health plan to the same extent they were before the unpaid furlough days and to accumulate annual and sick leave at their normal rate.

- Employees will observe all paid holidays and are allowed to take accumulated annual and sick leave and other paid leave as approved. However, employees are required to take the required days of furlough leave without pay during the fiscal year and may not use any other available leave to avoid taking required furlough leave without pay.

**Teaching Assignment Option**

If a teaching assignment is available per standard requirements (e.g., appropriate degree/credentials, course availability, non-bumping of current faculty unless allowed due to overload or other such standard academic reasons), the administrator eligible for furlough may opt to request to the immediate supervisor a teaching assignment in lieu of a furlough. The teaching assignment will be equitable within a reasonable amount to the furlough savings and must be reported to the vice-president for academic affairs for analysis and placement and in consultation with academic officers. The president will give final approval of this option.

**Furlough or Teaching Assignment Incentive**

An employee who is placed on furlough leave or who has selected a teaching assignment in lieu of a furlough, may earn 2 extra vacation days or 4 work from home days during the academic year at issue and while the financial savings plan of this policy is in place.

- Days must be requested, in writing, at least 10 days in advance and are subject to review and approval of the employee’s immediate supervisor.
- Work from home day productivity will be assessed during performance reviews.
- No more than two consecutive work from home days will be allowed under this policy.

**Peer Contribution for Teaching Assignments**
If a peer exceeds or plans to exceed the required teaching assignment so that it doubles his or her contribution, he or she may defer that excess to a peer who was assigned a teaching assignment. Standard rules and policies apply. The contributor, however, has privilege of incentives.

**Layoffs**

Whenever the Board of Trustees determines that employees will be laid off without compensation due to economic circumstances, affected employees will be notified by the President’s Office of the effective date of the layoff and of any rights to continuation of any benefits such as rights under COBRA. Any layoff without compensation may be permanent or until further notice of recall to employment.

All members voted aye. Motion carried.

**Delta Regional Authority (DRA) Approval**

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve the Delta Regional Authority (DRA) request that Dr. Dana Keating be authorized to be a signing agent of the College to sign grant application forms, reporting documentation, and financial requests.

All members voted aye. Motion carried.

**Intent to Non-Renew Department of Corrections Contracts FY11**

A motion was made by Mr. Allen and seconded by Mr. Morgan that due to the historic financial crisis in the State of Illinois and because of the state not funding their contractual obligations on a timely basis, that it be the intent of the Board of Trustees not to renew the Department of Corrections contracts for FY11. These contracts include the Illinois Youth Center, Shawnee Correctional Center, and Vienna Correctional Center.

All members voted aye. Motion carried.

**Non-Application of Literacy Program Grant FY11**

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve not to apply for a Literacy Grant for FY11. To date, the college has received no literacy funding for FY10 from the State.

All members voted aye. Motion carried.

**Crisp Signage Approval**

A motion was made by Mr. Allen and seconded by Ms. Lane that the Board of Trustees approve to table this item because signage recommendations were not available to the Board at the time
of this meeting. Mr. Walker noted that he had been working with vendors and he felt the proofs would be ready by the next board meeting.

All members voted aye. Motion carried.

Resolution to Withdraw $350,000 of Remaining Funds from the Robert I. Gregg Project

A motion was made by Dr. Barbre and seconded by Mr. Ellis that the Board of Trustees approve to repay the debt obligation of $350,000 to the Carmi restricted capital fund contingent upon the receipt of auditor’s third party validation of the adherence to present general accounting standards for the college.

All members voted aye. Motion carried.

Curriculum Committee Recommendations

A motion was made by Ms. Lane and seconded by Dr. Barbre that the Board of Trustees approve the recommendations of the curriculum committee.

All members voted aye. Motion carried.

Non-Action Items

Correspondence

There was no correspondence this month.

A number of FYIs were presented to the Board.

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 7:35 p.m. On roll call, the following members voted:

Aye    Nay

Ms. Lane
Mr. Allen
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Ellis (advisory vote)
A motion was made by Mr. Allen and seconded by Mr. Ellis to reconvene into open session at 8:44 p.m.

**Personnel**

A motion was made by Mr. Ellis and seconded by Mr. Morgan to approve the following personnel items:

**Evaluations**

Approved the following re-employment recommendations for FY2010-11.

1. Interim President.
2. Administrative Cabinet.
3. Other administrative personnel.
4. Twelve-month personnel.
5. Faculty.
6. Tenure-awarded faculty:
   a. Spanish Instructor
   b. Physics Instructor
   c. Psychology Instructor
   d. Early Childhood Education/Education Instructor
   e. Educational Technology Specialist
   f. Practical Nursing Instructor
   g. Associate Degree Nursing Instructor

**Implementation of General Wage Increases for Grant-Funded Employees Employed at IDOC Institutions**

Granted the Administration the authority to execute and implement following negotiations with AFSCME Council 31 an agreement providing for the implementation of a 5% general wage increase for Fiscal Year 2010 as authorized by the Illinois Department of Corrections for employees employed in the College’s Correctional Vocational Program.

**Position Description – New – Academic Advisor - CTE**

Approved a new position description for an Academic Advisor - CTE.

**Position Description – New – Academic Advisor - Baccalaureate**

Approved a new position description for an Academic Advisor - Baccalaureate.

**Position Description – New – Institutional Advancement Controller & Accountant**

Approved a new position description for an Institutional Advancement Controller & Accountant.
Position Description – Revised – Director of Marketing and Institutional Advancement

Approved a revised position description for the Director of Marketing and Institutional Advancement.

Resignation of Financial Aid Assistant

Accepted the resignation of Ms. Angie Bailey, Financial Aid Assistant, effective March 26, 2010.

Reduction in Force of ABE/GED/Literacy Employees

Approved the recommendation to Reduce in Force the following ABE/GED and Literacy employees effective May 15, 2010 due to lack of funding: Sharon Tanner, Anita Womack, and Shawna Cowsert. If funding is received by or before May 14, 2010 the RIFs will occur June 30, 2010.

Administrative Early Retirement Incentive

Approved the following administrative early retirement incentive.

**ADMINISTRATORS’ EARLY RETIREMENT INCENTIVE**

Given the dire and unique financial crisis faced by the State of Illinois and consequently all state community colleges, including Southeastern Illinois College, the Board of Trustees is offering an Administrators’ Early Retirement Incentive.

Pursuant to this Interim Incentive, non-grant funded salaried administrators, age 56 – 60, who have worked for the College for ten (10) years with the last five (5) years being consecutive years in the same position, may be eligible for this one time early retirement benefit. (The years of service requirement does not include any time off due to a leave of absence.)

Should an eligible administrator choose to retire under this incentive, he/she must submit an unconditional letter of retirement to the Office of the President by May 1, 2010. The following will be provided to any eligible administrator retiring under this incentive.

<table>
<thead>
<tr>
<th>AGE</th>
<th>PERCENTAGE OF BASE PAY</th>
<th>FIRST INSTALLMENT</th>
<th>SECOND INSTALLMENT</th>
<th>TWO-YEAR INSURANCE BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>30%</td>
<td>July 1, 2010</td>
<td>January 1, 2011</td>
<td>CIP Employee Benefit</td>
</tr>
<tr>
<td>57</td>
<td>25%</td>
<td>July 1, 2010</td>
<td>January 1, 2011</td>
<td>CIP Employee Benefit</td>
</tr>
<tr>
<td>58</td>
<td>25%</td>
<td>July 1, 2010</td>
<td>January 1, 2011</td>
<td>CIP Employee Benefit</td>
</tr>
<tr>
<td>59</td>
<td>20%</td>
<td>July 1, 2010</td>
<td>January 1, 2011</td>
<td>CIP Employee Benefit</td>
</tr>
<tr>
<td>60</td>
<td>20%</td>
<td>July 1, 2010</td>
<td>January 1, 2011</td>
<td>CIP Employee Benefit</td>
</tr>
</tbody>
</table>

This is a temporary incentive and is only effective for Fiscal Year 2011.

Employ Temporary Institutional Advancement Controller & Accountant
Approved the employment of Dawn Money as a temporary Institutional Advancement Controller & Accountant effective March 17, 2010 for a salary of $24,000.

Employment of Adjunct Faculty

Approved the following adjunct faculty:

**Spring 2010**
- Allen, Matt        FIRE
- Mason, Diana      EMT 115 X

**Summer 2010**
- King, Robert B.    PE 126 X
- Packard, Catherine ENG 105 O/ENG 121 O

**Fall 2010**
- Richardson, Kathy  MATH 204

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 8:47 p.m.