MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
SEPTEMBER 21, 2010; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, September 21, 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, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Nicole Trepanier, student trustee. Absent: Gary Allen and Chuck Hearn. Also present were: Dr. Jonah Rice, Donna Patton, Karen Weiss, Brian Surprenant, Dr. Dana Keating, Lori Cox, Debbie Suh, Andrew Dunaway, Laura Archdale, Alex Watson, Calista Drone, Ryan Sisk, Annie Rose Martin, Sara McClusky, Tim Walker, Dr. Sarah Bond, Kellye Whitler, Matt Lees, and Barbara Potter.

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

To accommodate student schedules, a non-action item (Student Government Video Presentation) was presented at this time. Annie Rose Martin, Andrew Dunaway, and Ryan Sisk, students or former students, presented a Student Government produced DVD for the Board to review. The DVD was produced to demonstrate how important Southeastern is to our rural college district. The DVD will be sent to state officials and is a very upbeat presentation highlighting the value of SIC to the region and how crucial state funding is to the college district.

Reports
Dr. Barbre reported The ICCTA Board of Representatives took the following actions at its September 11, 2010, meeting at the President Abraham Lincoln Hotel in Springfield:

• Observed a moment of silence for trustee David Hancock of John A. Logan College;

• Asked for input on ICCTA’s 2011 legislative agenda, which will be adopted at the February 2011 Board of Representatives meeting;

• Learned that ICCTA and the Illinois Presidents Council are considering the following initiatives for the spring 2011 legislative session:
  1. Protect associate degree nursing from attempts to require baccalaureate degrees for entry-level jobs
  2. Guarantee automatic transfer of community college courses to public four-year universities
  3. Secure more workforce dollars through a pilot program based on Iowa’s workforce bonding program
  4. Protect community college Monetary Award Program funding and cap for-profit institutions’ share of MAP funding
  5. Eliminate the Illinois State Board of Education’s authority to approve associate-degree-granting authority for private institutions;
• Encouraged trustees to reach out to the 2010 gubernatorial candidates and invite them on campus to discuss community college issues;

• Heard reports on the Higher Education Finance Study Commission, the Illinois Community College Board, the ICCB Student Financial Aid Task Force, the ICCB Student Advisory Committee, the Illinois Green Energy Network, the Illinois Workforce Investment Board, and the Illinois Policy Academy on the Civic Engagement of Older Adults;

• Learned that ICCTA has given a $5,000 donation to the Illinois Community College System Foundation. The contribution is designated for community college student scholarships;

• Received highly positive feedback on ICCTA’s September 10 "Diversity, Equity and Inclusion" seminar. The ICCTA Diversity Committee will "keep the momentum going" by asking local boards to conduct their own diversity self-assessments;

• Discussed the feasibility of conducting a new Illinois community college economic impact study. The last study was completed in 2007;

• Were informed that ICCTA’s November 12 seminar will feature an update on community college legal and legislative issues;

• Learned that the ICCTA Executive Committee approved Rock Valley College’s request to move from the ICCTA West Suburban Region to the Northwest Region;

• Previewed the Oct. 20 - 23 Association of Community College Trustees’ Leadership Congress in Toronto;

• Invited trustees to participate in the November 17-19 Illinois Council of Community College Administrators / Leadership and Core Values Institute in Tinley Park;

• Received the association’s FY10 audit; and

• Adopted a resolution honoring Barbara Oilschlager for her outstanding service as ICCTA’s 2009-2010 president.

UPCOMING MEETINGS
• Sept. 17 -- Illinois Community College Board, Illinois National Bank conference center, Springfield
• Sept. 20 -- Summit on Aging and Education, Illinois State University, Normal
• Sept. 21 -- First day to circulate candidate petitions for the April 5, 2011 trustee election
• Sept. 24 -- Illinois Student Assistance Commission, School of the Art Institute, Chicago
• Oct. 5 -- Illinois Board of Higher Education, Oakton Community College, Des Plaines
• Oct. 5 -- ICCTA West Suburban Region, Waubonsee Community College, Sugar Grove
• Oct. 7 -- ICCTA Northwest Region, Highland Community College, Freeport
• Oct. 14-15 -- Illinois Presidents Council retreat, Marriott Lincolnshire Resort, Lincolnshire
• Oct. 20-23 -- Association of Community College Trustees’ Leadership Congress, Toronto, Canada
• Oct. 21-22 -- Community College Teaching and Learning Excellence Conference, Springfield
• Nov. 2 -- General election
• Nov. 12 -- Illinois Community College Board meeting, Springfield
• Nov. 12 -- Illinois Presidents Council meeting, Doubletree Hotel, Oak Brook
• Nov. 12-13 -- ICCTA meetings, Doubletree Hotel, Oak Brook
• Nov. 16-18 -- Illinois General Assembly veto session
• Nov. 17-19 -- Illinois Council of Community College Administrators conference, Holiday Inn, Tinley Park
• Nov. 19 -- Leadership and Core Values Institute, Holiday Inn, Tinley Park
• Nov. 19 -- Illinois Student Assistance Commission, Prairie State College, Chicago Heights
• Nov. 29-Dec. 1 -- Illinois General Assembly veto session

The next ICCTA Board of Representatives meeting will take place on Saturday, November 13, 2010, at the Doubletree Hotel in Oak Brook.

Dr. Rice commended the 50th anniversary committee for their hard work, and noted their commitment, and dedication resulted in an outstanding celebration.

He reported the ICCB five-year recognition visit occurred on August 30th and September 1st. The team focused on 1) dual credit, 2) student services, and 3) finance/bidding. While the visit was fairly comprehensive in approach, those three areas drew the most intense study. Proudly, SIC came away with a very positive verbal exit interview. We were told that SIC, as a rural institution of higher education, “one to brag about.” We were complimented on our dual credit and dual enrollment programs, our fair and extended bidding process, our registration procedures, student services restructuring, among other items. Aside from modest ongoing adjustments in these areas, we received no significant concerns. The ICCB team emphasized the good “team” we have at SIC and praised our financial planning including the R.A.C.E. reduction initiative, revenue enhancement, refinancing/bonding, restructuring efforts, etc. ICCB VP Johnson also praised us for the extraordinarily high moral among the institution as a whole, especially during these challenging times. The written report will be sent to us later this term. Attached is a copy of the letter I sent to the campus community.

The student government has created a video that highlights the value of SIC and the need for continued, timely state support. The students responded to the many engagements last year by creating a video that will be sent to politicians and other targeted groups. They will present the film to the board tonight

He attended the SI Edge meeting late in August at SIU-C. Dr. Rita Cheng hosted the event and highlighted the importance of making connections in the region, including community colleges. We learned that SIU’s transfer student population has increased recently.

He attended a meeting along with Dr. Keating at JALC on September 8 to learn more about how the destination development will affect the region. He is working with Lori Cox to see if the
college should work with local tourism officials and outdoor entrepreneurs to host a meeting regarding possible spin off tourism and development.

He and Dr. Keating with Dr. Peterson and Dr. Bellamy from Shawnee Community College to discuss a collegiate cooperative pilot program. I had contacted Dr. Peterson some time ago about setting up a meeting to discuss cost-saving measures between the two colleges. As neighboring cohorts, increased cooperatives seem logical to explore. Dr. Keating and her staff then played host to academic leaders from Shawnee to iron out details of the pilot program for next fall. We will work diligently to ensure equity in cooperatives.

He has instructed staff to pursue a pilot textbook rental program for significant general education courses. Faculty have been engaged at the division chair level for feedback and guidance. Dr. Keating and Mr. Walker may answer questions about this effort.

He will be asking each major administrative functional unit to engage in feedback systems with external stakeholders to gain insight into service perception and improvement. We want to make sure our constituents have a voice in how we deliver service. While this will not be a comprehensive feedback loop to start, it will be a means of data accumulation as we begin a new phase of strategic planning. For example, Dr. Keating will be conducting a poll of high school students to gain insight into majors, activities, and services. Results will be forthcoming.

He attended the annual legal team’s community college update on issues pertaining to education and labor law. This coincided with president’s council in Springfield. I will share more as needed since this report has been submitted prior to the meeting.

He participated in the new president’s orientation and Dr. Bob Mees from John A. Logan College is my mentor. He was my mentor during my interim presidency and will remain so during my official appointment year.

He reported the college received 21 applications for the position of Advancement Officer. We have set up a review committee (administration, staff, and SICF officer, Mr. Vince Kaiser) to select candidates for an interview pool. This committee will screen candidates in early September and recommend the pool to the interview committee (administration, staff, and SICF officer, Dr. Charles Seten). Once the interview committee makes a selection I will meet with the prospective employees and bring the committee recommendation to the board. We expect the hiring to be made in the October board meeting barring any unforeseen obstacles. I have also put together a series of “to dos” for the new employee to engage once he/she is hired. This is part of the restructuring of the advancement department which resulted in cost savings as Ms. Patton is now director of marketing and advancement. The advancement position under Ms. Patton will not be a part of the SICF Centre (building) management. This position chiefly focuses on fundraising and grant acquisition.

He met with Dr. Larry Fillingham to discuss an idea that the Humanities Division has discussed for the last few years. The idea was borne from discussions with area high school English teachers. Basically, SIC will host a workshop in cooperation with the ROE for English teachers. The workshop will focus on identifying strategies to improve writing at area high schools based
on feedback from area high school English teachers. The workshop will also include a feedback session to convert SIC’s Write Stuff online writing development resource to high school teachers. The ROE said his office could provide some training funding and locate additional writing experts. Mr. Allan Kimball is leading this charge in the Humanities Division along with other English instructors and staff.

He reported members of the administration, board (Mr. Ellis), and area development representative (Mick Cummins) visited the new ethanol plant in Mt. Vernon, Indiana. Since we now offer a new tuition break and could see some district employees find work there, the visit was strategic. A second ethanol plant is about to begin production in Mt. Vernon, Indiana aside from the Abengoa plant. Southeastern’s biofuels instructor attended the meeting. At present we have multiple students (17) from multiple states enrolled in our biofuels course.

He attended a meeting arranged by Dr. Larry Peterson, Shawnee, to discuss possible joint ventures among our schools. I will keep you updated as to any future developments. The session was an idea-generation meeting.

He met with State Representative Brandon Phelps on campus to discuss multiple topics. Rep. Phelps and I schedule period meetings to discuss state finance, economic development, and related topics.

He will meet with Mr. Mike Tison of the Saline County Development Board to discuss business incubators. In particular, I will discuss with him to discuss a sample successful incubator in Michigan that partnered with local educational entities to gain access to a grant whereby partners created a community kitchen (an item discussed by Ms. Lori Cox in the past) to help foster local economic development and specialty crop production through cost-sharing. The SCDB has expressed interest in business incubators in the past.

He reported administration is examining possible new academic development initiatives with low to no cost set up. This is a continuation of what we explored and implemented last year such as short haul, biofuels, AFA degree, graphic design (shared Mac Lab with SMA), physical education, dual credit and dual enrollment expansion, etc. For example, pharmacy tech program will soon be implemented. Other more costly programs are being explored pending funding streams. The Title III grant will be very beneficial to us for expanding services without using hard institutional dollars.

A team of administration and board members (Mr. Ellis and, if possible, Mr. Allen) will visit property that could be donated to the college for possible program development. The team will engage the details surrounding the property including opportunities and constraints. Ms. Weiss is arranging the visit.

Dr. Keating reported on the following: The ICCB visit went smoothly. The exit interview provided a great deal of positive feedback on all areas of the College. The draft report will be provided to Dr. Rice later this fall.

The HLC Monitoring Report is nearing completion and will be ready to submit soon.
A meeting was held on September 7th with David Floyd, Director of the Golconda Job Corps Center, and Don Brown, the Works Program Officer, along with Karen Weiss, Gina Sirach, Karen McConnell and me, to discuss the possibility of SIC providing a Nurse Assistant program for the Center. Information was provided to them concerning curriculum, costs and scheduling. At this point, they are working with their regional office to determine if this program is a possibility for their students, and to determine if funding can be acquired for the program.

A meeting was held with Division Chairs to discuss a pilot project for textbook rental for spring 2011 semester. Stacy Moore provided information to the Chairs about the pilot rental program and the details of how it would work, as well as the savings it would/could mean for students. A list of books for at least 10 classes was decided upon for the pilot project. Division Chairs were also going to talk with faculty to see if there were any additional books that they would like added to the list. The pilot project will take place during the spring 2011 semester.

Attended a meeting of SICCM CAO’s on September 7. The Vet Tech program has now been articulated with SIU’s BS in Animal Science, Production specialization. Students who complete the AAS Vet Tech degree will be able to obtain SIU’s BS degree with a total of no more than 60 semester hours of work at SIUC through the Capstone Option. The AAS Vet Tech degree has also been articulated with the School of Agriculture at Murray State University.

Attended the Southern Business Journal Community Leader’s Breakfast at John A. Logan College on September 8.

The Professional Development and Planning Committee held its annual fall Mentor/Mentee Luncheon for new employees. A salad bar potluck was provided by the committee members. This year the meeting was combined with the Assessment Orientation for New Employees, presented by Gina Sirach and Allan Kimball. Thanks to Gina and Allan for volunteering to provide this important information to our new employees.

A meeting is scheduled with Larry Fillingham, Regional Superintendent of Schools, on Thursday, September 9th, to discuss the possibility of a workshop on campus for high school English instructors. Allan Kimball is assisting with this project, and has created a tentative agenda for the day. Brian Surprenant is also working to assist with the project.

The Strategic Planning Committee met on August 13 to begin the process of updating the 2006-2011 plan, and bring this five year planning cycle to conclusion. The transition to the next five year plan for 2011 – 2016 will begin with the spring 2011 semester. With the November elections coming, we feel it is prudent to wait for the outcome of that process due to the impact those results could have on future budgets. However, plans are in the works to take the College through that process, involving all areas of the institution, as well as other stake holders within the district.
Mr. Surprenant reported on the following: On August 19, he and Dr. Cathy Robb attended the IAVAT Section 25 meeting at Morello’s in Harrisburg. Information about SIC’s programs was distributed and Dr. Robb was introduced to the group.

The annual ANGEL license contract that the Board approved last year has been renewed in the amount of $28,700. This is the LMS used for the SIC online classes.

A four-day work week survey was conducted over the summer. The following functional areas completed and returned the survey: Enrollment Services, Financial Aid, Performing Arts Center/Student Activities, WISBDC, Maintenance, Custodial, Security, MJOCCS, Food Services, Mail room, Bookstore, Counseling/Academic Advisement, Nursing & Allied Health, IT, CTE Administrative Office, Perkins Secretary & PT Recruiter, Marketing, SIC Foundation.

After discussing the survey with cabinet, it was pointed out that students have a variety of scheduling options: take all of their classes online, schedule a three day week, or two day week, and with the addition of hybrid classes can cut trips to campus even more. These scheduling options need to be stressed to the students and marketed more.

A few of comments from the survey that expressed concerns are listed below:

- Students would have to wait an additional day to receive services, i.e. transcripts, advisement, register for classes.
- Our office thought one benefit to the students would be an extra day to do homework, however one day less to seek tutoring. What about the athletes who rely on the cafeteria for meals? What areas would remain open to the students/public? Would the library still have hours for studying?
- Certain events would require a full week scheduling and weekends, but it would be only 3-5 times per semester (theatrical and cultural art events). Theatre events/cultural art events would still need to be on weekends to get the audience.
- One day less for support. Of particular concern would be a support request that rolled in late on a Thursday before a Monday holiday could cause a four day delay in response which is a very long time.
- We struggle during fall, spring, and summer openings to keep up with the volume of phone calls, emails, and student traffic which causes delay in processing. During these peak times, we would fall drastically behind with processing unless we came in on a fifth day.
- We would like to be open five days a week, we would adjust if needed and could use less staff on Fridays. The MJOCCS Pre-K Grant stipulates that they be open 5 days a week. Because we are open 5 days per week, each fulltime staff member qualifies them to receive additional Great START stipends of $950.000 - $1,200.00 annually depending on education. These are incentives from the State to promote employment longevity and quality in the work place. Going back to a four day work week, the center would no longer qualify. A four day work week would not affect the students; they would not need child care if there are no classes. It would affect the public, which makes up 82% of the MJOCCS, they would still have to work and child care would be needed. The other concern is for the staff that is dependent on the hourly pay check that they are currently getting. Changing to a four day work week would reduce their paychecks…
• Fall & Spring Semesters: four days/week for inquiries, phone calls, emails, and academic advisement. Five days/week during registration. Summer term: four days/week for inquiries, phone calls, emails, and registration. Need to be fully staffed? -Yes.

• We schedule many of our classes using a 4-day schedule. We also have the option of utilizing a clinical facility for clinical experience for classes on the 5th day. We would operate on a schedule similar to what is offered during the Summer Semester.

• This would not necessarily have a major impact for the public and/or students if office did not operate 5 days a week; however, if there are CTE programs which continue on a 5-day work week schedule, then this would be problematic for faculty in terms of receiving administrative support and assistance. Also, if there were programs operating on 5-day work week then there would most likely be student issues to be addressed within this same time period.

• I think this might be a good idea for the college, but this does not really save us money since we are located off campus. However, the college decides to implement this program, I think my staff should be given the same benefits as the rest of the college. This is just something that would need to be discussed with DCEO for permission per our RFP.

• Contrary to popular belief (acquaintances in the community who say, “So are you enjoying your summer off?”) The Counselors/Academic Advisors help students one after the other during the summer the same as during the Fall & Spring semesters. A concern that I have with the 4 day work week is the 9/10 hour days of direct contact with students. It is very demanding at times and some balance is needed during the day to read and answer email and to answer and respond to phone calls in a timely manner.

• Selfishly, it would be easy for us to say “This sounds like a great idea” to provide us with more maintenance windows. However, from a customer service perspective, all IT staff was in agreement that we could not convince ourselves this would be a good idea, at least for our operations. This could save money but it would come at the expense of IT customer service to students. The quantitative cost savings are fairly straightforward. It is the qualitative “cost” of less customer support that is the more difficult calculation.

• If there were CTE programs that chose to operate on a 5-day work week, I would not feel comfortable reducing administrative staff hours. I would want to provide coverage for the CTE administrative office if that meant on a rotation basis between Dean and Administrative Assistant.

An area of concern is the dual credit classes that meet on campus on Friday. Several of the CTE programs that require a significant amount of lab time would have a difficult time providing necessary instructional time in a four-day work week. Also, several of the mathematics and science courses use Fridays. If a modified four-day work week schedule (with limited classes on Fridays) was adopted to accommodate the exceptions, the energy savings would not be as great because some of the buildings would still need to be heated and/or air conditioned on Fridays.

Many students do take advantage of our existing scheduling to reduce trips to campus. Many students are able to take advantage of the current schedule of classes. Some students are able to take all of their classes online, while others are able to schedule a Monday, Wednesday and Friday schedule, or a Tuesday and Thursday schedule. The addition of hybrid classes helps eliminate one class meeting a week for some classes. Most students are aware of this flexibility and take advantage of it.
Summary of Class Meetings for the Fall 2010 Semester.

Number of classes: 163*
Designated Hybrid: 21 (actual number of hybrid classes is a little higher).

Number of Class Meetings
Per Day of the Week

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<th>Sunday</th>
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<td>86</td>
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*Excludes all off campus classes, carpentry, Carmi/White County, Community Education, Developmental Modules, (PE) Team Sports, and mid-continent and similar non-SIC classes.

*The number of classes and class meetings are adjusted for concurrent sections, and multiple meetings that overlap or are unique, i.e. cosmetology sections, science lab sections, etc.

**24 of the Friday class meetings are math and science courses with a Friday

Mr. Walker reported on the following: ICCB GRANT FUNDS – At this time the college has received only one month payment of Credit Hour and square footage grant reimbursement from the state. The payment was approximately $170K. We had received $532K from the ICCB at this time FY 2010. Emergency Operations/Security – We are currently in a test project to modify the duties of evening administrators. Due to improvements in communication, additional attendance of major events by cabinet members and slight changes in evening class enrollments we are testing using evening administrators for the first two weeks of class only. At the end of the period the group met to discuss future concerns for the semester. Several safety issues were discussed and are currently being addressed. Outdoor Instructional Area Classroom – The building should be complete in the next week. A subcontractor damaged the concrete floor of the open classroom and the replacement has slightly delayed the finish. FY 2011 Budget Preparation – We are compiling the data into the formal format. Final schedule should be determined by the end of next week. State Report Work – September – We will be working to complete the Unit Cost data submission, the Audit/Unit Cost Reconciliation filing, and the Tax Revenue and Budget Surveys for ICCB reporting this month. Financial Audit - The audit is fully underway and will be completed on time.

Mrs. Weiss reported on the following: she along with several other representatives from the College, toured the Abengoa Ethanol plant in West Franklin, TN on August 24th.

On Tuesday, August 31st, Southeastern formally signed an articulation agreement with McKendree University, located in Lebanon, IL, at a small ceremony at the Man-Tra-Con office(s) in Marion, IL. The agreement allows for the smooth transfer of SIC ADN students to McKendree to pursue a BSN. With this agreement, SIC ADN students will receive a guaranteed acceptance of coursework and a five-year tuition freeze. Gina Sirach, Director of Nursing and
Allied Health, is currently pursuing similar articulation agreements with other regional universities. *Press release attached.*

She participated in interviews with ICCB representatives on Monday, August 30\textsuperscript{th} during the ICCB Recognition Visit.

Our PCCS (Partnership for College and Career Success) team met Thursday, September 2\textsuperscript{nd}. This group meets monthly to discuss partnership opportunities between secondary and post-secondary institutions. Important CTE dates for Fall include November 5\textsuperscript{th} for Fall Advisory Council meeting and December 3\textsuperscript{rd} for the Applied Technology Spotlight Day.

She attended a SICCM Vocational Dean meeting on Thursday, September 9\textsuperscript{th}.

She participated in the College’s 50\textsuperscript{th} Anniversary Celebration held on Sunday, September 12\textsuperscript{th}. Tours were given of the Robert I Gregg Technology Building and in the renovated T-Building, which houses Nursing and Allied Health Division.

She has been asked to serve on the Review Committee for candidates applying for the Institutional Advancement position.

She attended the WIB Board meeting on Tuesday, September 14\textsuperscript{th}. She and Lori Cox serve as College representatives on this board, which meets monthly.

She will be attending the annual ICCB Forum of Excellence conference in Springfield September 28 – 30, 2010.

Dr. Keating, Diane Russell (IECC) and myself will be traveling to Waverly, PA (close to Pittsburgh) to observe a national Mine Rescue and Fire Brigade Competition for the possibility of hosting a similar competition for the Midwest Region.

We were recently informed by Kristy Morelock with ICCB that Southeastern was selected as one of 10 recipients in the state to receive full funding of $25,000 for the Programs of Study (POS) Implementation Grant. Our grant initiative will focus on increasing awareness and promotion of the College’s CIS and IT programs primarily to the high school population (through dual credit) and secondarily to the general public.

Dr. Bond reported on the following: On August 18, 2010 an extra-curricular clubs, teams, organization orientation was held for all extra-curricular coaches, advisors, sponsors.

On August 22, 2010, the Bend in the River Brass Band performed as a part of the Cultural Arts Series.

Megan Schimp, Financial Aid Assistant, hosted Student Worker orientations on August 26 and August 27, 2010. Twenty-seven student workers attended the two orientations.
The first week of September, the Financial Aid Department processed the 2010 Fall Pell for 687 recipients, with a total disbursement of $1,534,359.

A sincere thank you to Women’s Basketball Head Coach Rod Wallace and Assistant Women’s Basketball Coach Charlie Jones for their assistance during the transition of the Men’s Basketball program. Coach Wallace and Jones recruited and signed six players for the 2010-11 team following the release of the seven players. In addition they have worked with the entire men’s team to establish study hours and provide team stability during the search for the new head coach. Again, our sincere thanks to Coach Wallace and Jones for their help and support during the transition.

Dr. Bond hosted a Leadership Training Course for the East Richland (Olney) FFA Officers on September 10 & 11, 2010 on the SIC campus.

The MJOCSC, ECE and Education Club held a Tupperware fundraiser September 9 – September 17, 2010.

The Diesel Club held a Silent Auction fundraiser, September 7-9, 2010.

The Title IV SSS program held an open house on September 10, 2010.

Phi Theta Kappa held orientations September 13 & 14, 2010.

The SIC Baseball Team held a “100 Inning Game” fundraiser on September 25, 2010. Proceeds were used to purchase the Nike Player Package for each team member, which includes apparel, spikes, turf, batting gloves, etc.

Southeastern’s Baseball team held a “2010 High School Fall Showcase,” on September 26, 2010. Coaches, players and scouts were on hand to evaluate player skills and collegiate baseball potential.

The annual “Back to School Bash” was held on September 22, 2010.

On September 26, 2010, the Cultural Arts Series presented a performance of “The Boneheads.”

- Student Government held elections on September 29, 2010.
- On September 29, 2010, Student Government and PTK held a voter registration “Get Out and Vote Drive.”
- On October 8, 2010 PTK held a “Lee National Denim Day” raffle/fundraiser.
- A production of the musical “Into the Woods” was offered 10/15/10-10/17/10.
• The annual ICE College Transfer Day will be held at SIC on October 21, 2010, which involved all SIC district high schools.

Ms. Cox reported on the following: Annalese Racheter has begun employment and is working on the Digital Divide Grant. This will involve computer training in the remote areas of our service area.

We are moving forward on the ARRA grant with the training for HMC and Ferrell.

The Sustainable Living Expo will be held at Dixon Springs Ag Center on Oct. 9 and SIC will be participating in workshops with Biodiesel Alternative Fuel classes and “Will My Idea Work” classes for business ideas.

I am continuing to work with the Carmi Chamber for office hours and classes to assist with the Downtown Revitalization project.

Ms. Patton reported on the following: Her office wrote and disseminated several press releases, display ads, classifieds, and helped on the commemorative anniversary tab and worked with WSIL-TV for 50th anniversary coverage, also all other print media in our region. She attended weekly Rotary meetings; attended Nursing and Athletic orientations and distributed TALONS, tee shirts, parking permits etc to the new students; attended the adjunct faculty dinner and distributed TALONS, tee shirts, parking permits; and attended foundation board meetings. In Foundation matters, she reported she prepared for 2 Executive/Finance committee meetings; prepared for 1 Quarterly Board meeting; and prepared for 2 building committee meetings. She noted the Foundation is in the process of developing a new marketing plan to market space in the building and work continues to get the Foundation converted to QuickBooks format. She reported she has worked with county court house and city hall staff to correctly identify all Foundation/SIC lots and meeting with Mr. Walker to determine what the next steps are regarding lots donated to the College from the City of Harrisburg. She noted reassessment of property taxes of the building is almost completed.

Ms. Trepanier reported on numerous upcoming student activities. She invited the Board to attend the Back to School Bash on September 22 as well as Meet Me At The Pole also on the 22nd.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the August 17, 2010 regular and closed session minutes, to destroy the tapes of February 2009 closed session, to approve the treasurer’s report, and the August bills in the amount of $1,485,166.90 which included $503,547.26 in payroll. On roll call, the following members voted:

**Aye**

- Ms. Lane

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

**Action Items**

**Request to Implement Alcohol Policy**

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the request of the Foundation to serve alcohol at the exclusive Madrigal presentation on December 2, under board policy 7004.1. This performance will be closed to the public and will be for Foundation members only. They are making their request at least sixty days prior to the event per SIC Board policy.

All members voted aye. Motion carried.

**Appoint Local Election Officer**

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees appoint Barbara Potter to serve as the Local Election Official for the election that will be held on April 5, 2011. The Illinois State Board of Elections has set the filing deadlines for the April 5, 2011 consolidated election, which includes community college trustees. Important dates to remember are:

- **September 21, 2010**  
  First day to circulate nominating petitions
- **December 13 – 20, 2010**  
  Filing period for petitions
- **January 27, 2011**  
  Last day for local election official to certify candidates
- **April 5, 2011**  
  Consolidated election

Trustees whose terms will be expiring in April 2011 are Mr. Chuck Hearn and Dr. Frank Barbre.

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

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

*(Change of Program Title) D-BUS 37 Office Administration*

The Business Office Technology certificate became effective October 1, 2001. In 2007, Golconda Job Corps changed the name of the program to Office Administration, but didn’t notify the college to request a change to the title. Since the DOL has changed the name, Susan Kunath instructor at Golconda Job Corps requests the title change to Office Administration. Effective: October 1, 2010
(Revisions to Program Content) D-HO 40 Associate Degree Nursing
The Program Director requests the following revisions based upon review of curriculum of BSN programs. It was noted that elective hours that are earned in baccalaureate transfer areas are transferrable. In the current curriculum guide for the ADN program, the 3 credit hour required elective can be obtained from any discipline. While this may meet the needs of students who wish to obtain an AAS in Nursing, students who decide to transfer to a university to earn a BSN may need to obtain credit in a baccalaureate transfer area. A change in the curriculum guide should reflect that the ADN elective must be a baccalaureate transfer course in the area of Communication, Humanities and Fine Arts, Social and Behavioral Sciences, Mathematics or Physical & Life Sciences. This will allow a more seamless transition for those graduates of the ADN program who wish to pursue higher education.
Effective: August 1, 2010

(New Course) EPT 132 Emergency Preparedness Training II (Variable and Repeatable x 3)
This course is a continuation of EPT 131 Emergency Preparedness Training I. This course is intended for employees in public and private entities/agencies, and educational institutions that are responsible for responding, managing, or training in emergency and disaster response services, and related activities. This course may be offered as variable credit and may be repeated three times.
Effective: October 1, 2010

(New Course) HLTH 150 Pharmacy Technician Preparation - 7/4/6
New legislation in Illinois requires that all pharmacy technicians receive formal training prior to employment. This course would provide the needed education.

(New Short-Term Certificate) D-HO 70 Pharmacy Technician Preparation – 7 hours
New legislation in Illinois requires formal training for pharmacy technicians. This program would provide the needed education for students interested in a position as a pharmacy technician. The HLTH 150 Pharmacy Technician Preparation course will meet the seven hours needed for the short-term certificate.
Effective: December 1, 2010

(New Course) IT 113 Social Networking & Web 2.0 – 2/2/0
This course is for students looking for expanded knowledge for web technologies. Current IT and CIS courses focus on how to setup and configure services. This course will teach the use of readily available web technologies applications.
Effective: January 1, 2011

(Change Course Hours) IT 111 Intro to Information Technology – 2/2/0
This course was intended to be an introdutory two credit hour course, but was submitted as a three credit hour course. It is requested that the hours be changed from 3/2/2 to 2/2/0.
Effective: January 1, 2011
All members voted aye. Motion carried.

Chargeback Requests

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees approve the following chargeback requests:

Beth Murphy, Creal Springs, Illinois, to enroll in the Addiction CS program at Shawnee Community College for the 2010-11 academic year.

Ian A. Price, Norris City, Illinois, to enroll in the Electrical Distribution System program at Frontier Community College for the 2010-11 academic year.

All members voted aye. Motion carried.

Non-Action Items

Higher Learning Commission Monitoring Report

A draft Higher Learning Commission monitoring report that is due in November was presented to the Board for review. Dr. Rice commended Dr. Keating and team for working diligently to ensure that Southeastern has a quality report to submit to the HLC.

Program Approval Process Report

Dr. Rice presented a brief report to the board explaining the general process of what is entailed when creating and offering a new program.

SIC Program Approval Process “Idea to Implementation”

1) Idea brought forward for consideration.
2) Discussion and collaboration with faculty, division chairperson and administration.
3) Research labor market data (local/ regional/ national data) to determine current and future employment outlook in the field. Research other similar programs at other community colleges, as well as four-year colleges and universities. Consider options for transfer for students.
4) Develop curriculum and courses.
5) Submit to Curriculum Committee for approval/revisions.
6) If a transfer program, send out course articulations to universities. These must be obtained in order to submit the courses to ICCB for approval.
7) Submit to SIC Board of Trustees for approval.
8) Submit curriculum and courses to ICCB for approval.

ICCB Program Approval Process (Career & Technical Education Programs)

1) Upon receipt, ICCB staff complete an internal review. If questions, the college is contacted for additional information.
2) Proposal is distributed to a Review Team. Associate in Applied Science proposals are reviewed by ICCB and IBHE staff. Certificate proposals are reviewed only by ICCB staff.
3) Review team comments are returned to ICCB staff.
4) If no questions, letter is sent to the college with its recommendation. If there are questions, they are discussed with the Review Team and additional information is requested from the college.
5) If additional information was requested, it is reviewed and considered by the Review Team.
6) ICCB staff recommendation is provided to the college.

RSNLT/ICCTA Information

Dr. Rice reported that he recently attended a Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. conference co-sponsored with ICCTA in Springfield. One of the workshops he attended was entitled, “Adjusting Community College Priorities to Meet the Current Economic Reality and Continued Revenue Uncertainty.” He noted budget issues will continue to be a concern in this fiscal year and more than likely in FY12 according to state ICCB and ICCTA representatives.

Budget Report

Mr. Tim Walker presented the tentative budget to the board. He noted that copies will be available for public viewing for the next 30 days in the Business Office.

Correspondence

The following correspondence was presented to the Board:

➢ Letter from Dr. Cheng regarding Southeastern hosting a tea reception for her.

A number of FYIs were also presented to the Board.

Closed Session

A motion was made by Mr. Ellis 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 7:36 p.m. On roll call, the following members voted:

Aye
Ms. Lane
Mr. Ellis
Mr. Morgan
Dr. Barbre

Nay
Dr. York  
Ms. Trepanier (advisory vote)

A motion was made by Mr. Morgan and seconded by Dr. Barbre to reconvene into open session at 8:29 p.m.

**Personnel**

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

Position Description Revision – Student Success Center Facilitator

Approved a proposed job description for the Student Success Facilitator position. This position would be funded by grant dollars and would be a one-year, temporary position. The college has been notified that funding will only be available during this academic year. The position is part-time (28 hours per week) and will end June 30, 2011.

**Southeastern Illinois College**

**Student Success Facilitator**  
(Temporary grant-funded position ending June 30, 2011)

**SALARY:** $18 per hour/28 hours per week  
**Division:** Academic Services

**SHIFT:** This position typically will work 28 hours per week. Weekend and evening hours may be required with the need to travel occasionally with overnight stays.

**LOCATION:** Main Campus  
**REPORTS:** Dean of Academic Services

**PREPARED:** Brian Surprenant  
**APPROVED:** Dr. Dana Keating  
**BOARD APPROVED:**

**DATE:** September 7, 2010  
**DATE:** September 7, 2010

**POSITION SUMMARY:** The position provides specific transition and retention services as allowed by grant guidelines for the following priority populations: adult education students, developmental/remedial students, students with disabilities, racial/ethnic minorities, low income students, and first generation students. In conjunction with the ADA Coordinator, the SS Facilitator provides assistance to students with disabilities. The SS Facilitator may also provide direct classroom and individualized instruction for developmental classes. This is a Student Success grant funded position. There will be a 90-day probationary period.
ESSENTIAL RESPONSIBILITIES: Identify students within the priority populations eligible for Student Success Grant assistance and services. Priority populations include:

- Developmental/remedial students
- Students with disabilities
- Racial/ethnic minorities
- Low income students
- First generation students
- Adult education students

Provide direct transition and retention assistance to students within the priority populations. This includes providing individualized transition assistance from ABE/GED to college programs, and from developmental courses to college level courses. Areas of assistance provided should include college admissions processes, financial aid application submission, and other processes necessary for moving from one level of educational programming to the next. Tracking and reporting is required for each student receiving assistance.

Provide referrals for students to resources both on and off campus to further support and enhance students’ chance for success in their programs of study.

Provide direct assistance to students with disabilities, working in conjunction with the ADA Coordinator and Perkins Program.

Teach up to two developmental courses per semester for students in the targeted populations. Serve as instructor/facilitator for students enrolled in developmental course modules.

Communicate with other developmental course instructors, as well as other program faculty members, to identify students exhibiting at-risk behavior and provide intervention as possible and appropriate.

Provide direct tutoring assistance to targeted student populations.

Monitor and track the academic progress of students served by the Student Success Grant. Tracking should include retention data, as well as the success rate of students in developmental courses and other courses required in their program of study.

Work with the Information Technology staff to create tracking methodologies and reporting systems to facilitate the generation of needed data for institutional and state report needs, including benchmarking data.

Manage the Student Success grant budget under the supervision of the Dean of Academic Services. Purchase all items identified in SIC’s Student Success Grant Implementation Plan, following all SIC purchasing policies and procedures.

Maintain all documentation required for the Student Success Grant. Complete final report and submit to ICCB by the required deadline, upon final approval of the Dean of Academic Services.
Attend any state required meetings or other conferences identified for staff development purposes.

Other grant related duties as assigned by the Dean of Academic Services or the Vice President of Academic Affairs.

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:
Bachelor’s degree with a major in education or special education is required. Teaching experience at the middle school through high school level or developmental education is 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. Ability to read and interpret budget and financial documents is necessary.

REASONING ABILITIES:
Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is needed.

CERTIFICATES, LICENSES:
Valid driver’s license required.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.
Performing the duties of this position will require a professional attitude and proper office protocol at all times.

Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee, the Dean of Academic Services, or the Vice President for Academic Affairs.

**Resignation of Men’s Basketball Coach/Full-time PE Instructor**

Accepted the resignation of Todd Franklin, Men’s Basketball Coach and full-time PE Instructor effective August 22, 2010.

**Resignation of Athletic Assistant**

Accepted the resignation of Ms. Julie Murray, Athletic Assistant, effective September 3, 2010.

**Resignation of Food Service Assistant**

Accepted the resignation of Ms. Becky Dale, Food Service Assistant, effective October 1, 2010.

**Professional Internship Request**

Approved a professional internship for Sue Harmon during the 2010-11 academic year. Ms. Harmon is enrolled in the MSN program (education track) at McKendree University. As part of her course requirements, she must observe and interact with faculty in an approved nursing program. SIC nursing faculty will collaborate with her to assist her in achieving an understanding of the dynamics of nursing education. This is a non-paid experience, and SIC nursing faculty will communicate with McKendree faculty to ensure achievement of educational goals.

**Employ Head Men’s Basketball Coach**

Approved the employment of Justin LaReau as the head men’s basketball coach effective immediately. This is a $4,508.79 stipend position (2009/10 SICEA rate).

**Employment of Adjunct Faculty**

Approved the following list of adjunct faculty:

**Fall 2010**

<table>
<thead>
<tr>
<th>Name</th>
<th>Course/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behn, Amy</td>
<td>MT and lab assistant</td>
</tr>
<tr>
<td>Crow, Melissa</td>
<td>Dual Credit</td>
</tr>
<tr>
<td>Gregali, Nico</td>
<td>PE 123 A</td>
</tr>
<tr>
<td>Kirkpatrick, Rhonda</td>
<td>READ 106 A/108 A</td>
</tr>
<tr>
<td>LaReau, Justin</td>
<td>PE 221 A</td>
</tr>
<tr>
<td>Reavis, David</td>
<td>Dual Credit</td>
</tr>
<tr>
<td>Shires, Angela</td>
<td>BUSM 112 O2</td>
</tr>
</tbody>
</table>

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 8:30 p.m.