The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, August 16, 2011, 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, Chuck Hearn, Jim Ellis, Richard Morgan, and Dr. Pat York. Ms. Shawna Browning, student trustee, entered the meeting after the roll had been taken. Also present were: Dr. Jonah Rice, Karen Weiss, Brian Surprenant, Dr. Dana Keating, Greg McCulloch, Chad Flannery, Tricia Johnson, Nico Gregali, Tim Walker, and Barbara Potter.

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

**Reports**

Dr. Rice reported on the following: Via a grant and partnership with SIH, SIC nursing students will benefit from a new simulation lab and also receive new teleconferencing equipment. The new website committee will be aggressive this fall to complete significant work in preparation for going live next year with the new Southeastern Illinois College website. Dr. Rice met with Lori Cox and Dan King on possibilities for future and immediate needs in outdoor recreation and tourism development. He attended the most recent D13 committee meeting whereby we approved a website address and a new logo. The territory of the committee is defined as Jackson, Williamson, and Saline counties. He met with Athletic Director Nico Gregali and Dean Flannery regarding new NJCAA athletic proposals. SIC has formed a position on the proposals that will favor our students and school. Mr. Walker and I will meet with the board subcommittee soon once the budget is finalized. I have prepared an update on the fiscal outlook for FY 13 per information from various state organizations, but chiefly the IBHE. The strategic planning group met to engage the revised process and discuss the new calendar for implementation. This year will be an exciting year of environmental scanning and analysis, critical engagement and discussion, and the formation of institutional strategic initiatives as well as departmental/divisional operational plans. We will keep the board updated on the process. At the request of Clearwave, SIC met with their NTIA (USDOC) grant representative to discuss project impact. We emphasized a number of items at the meeting that are important to SIC. Our enrollment reporting process is being reconsidered to achieve more consistency. We are also looking to collect and study final enrollment (ICCB submitted) data for greater projections. We anticipate either flat enrollment this fall or a modest reduction. State trends (particularly outside of suburbs) reflect a loss of enrollment statewide. Some colleges are reporting nearly a 13% loss in enrollment. A group from the Southeastern Illinois College Foundation and I met with Veterans Administration officials from Kansas, VA representatives in Marion, and federal elected officials or their representatives. Unfortunately, our appeal to have the new Harrisburg VA clinic be located in the SIC Foundation Center has failed and we will no longer be considered in that process. The MAP Taskforce met in a conference call to discuss strategy and possible actions to suggest. I am on the committee with four other presidents and financial aid
The Performance Based taskforce, made up of community college presidents and CFOs has yet to meet. One complication is that a new group has been formed that may subserve some of our functional capability. Dr. Rice asked Mr. Gregali to report on the proposed NCAA and NJCAA upcoming changes. Mr. Gregali reported that to summarize, the proposed changes will increase the required GPA from 2.0 to 2.5 for community college transfers although Mr. Gregali noted that the NJCAA is willing to go to 2.25; that the enrollment length adds a Year of Academic Readiness (YAR) which is could be called a “Country Club” plan as it harms small community colleges with limited funds; and limits much of the PE credit courses to 2 credits for all sports. Increases general education to include 3 credits of math, 6 credits of English, and 3 credits of science (the science course is a new requirement). Ms. Tricia Johnson gave a brief Foundation update that included information regarding staffing, audits, building construction and fundraising events. There was also information shared from the marketing office and the WISBDC office.

Dr. Dana Keating, Vice President for Academic and Student Affairs, reported the following: On September 13, 2011, Southeastern will host a meeting for approximately 125 area public school teachers. The topic of the event is the Illinois Common Core Standards for College Readiness. On July 28, approximately 175 students were dropped for non-payment. These were students who did not have confirmed financial aid or scholarships, had not signed up for the tuition payment plan, or had not paid tuition and fees. Students with balances less than $200 were not dropped, even if they had not paid. This year we also did not drop students who had financial aid that covered 50% or more of their total tuition and fees, even if that balance was over $200. The Business Office, Financial Aid and Foundation worked hard to ensure students did not get dropped in error. A number of those students who were dropped have already re-enrolled. Typically, about a third to a half of those dropped will re-enroll. We have been informed by Mr. David Floyd, Director of the Golconda Job Corps, that the Office Administration program is being discontinued and will officially end December 15, 2011. This was a contractual program with the U.S. Forest Service. Lori Cox and I have formulated a plan to cover the remaining staff and teaching requirements through the duration of the program. We continue to research and gather information concerning FERPA and SIC’s policy regarding its implementation on campus. Early this fall we hope to make some slight revisions to SIC’s policy, forms and processes. We will keep you informed of these changes, and hope to present a revised policy to the Board for a first reading mid-fall. This fall we will begin the process of updating the college catalog for the 2012-2013 publication. I will head up the process for updating the content, involving all areas of the College as needed, and will work closely with Marketing on the timetable for the publication. Chad Flannery and I, along with other staff members will attend the Media 101 Training Session at John A. Logan College on August 22. We, along with the rest of Cabinet, will attend the Robin Schwartz Fall Legal Update on September 8, 2011, in Springfield. Southeastern will host the River-to-River Basketball Officials Clinic on September 21, 2011. All plans have been finalized for the August Academy (adjunct faculty orientation), back to school in-service day on August 12, and the various committee meetings on that day. The Athletic Orientation is also scheduled for August 12. September 14th will be the annual Back-to-School Bash for students. This event will be held on the lawn and patio area weather permitting, and provides an opportunity for student clubs and organizations to showcase their organizations, while everyone enjoys grilled food and good music.
Mr. Brian Surprenant, Dean of Academic Services, reported on the following: SIC will be offering several baccalaureate dual credit classes for Hardin County H.S. this fall semester for the first time. Ed Rose, Kyla Burford, Debbie Suh, and Brian Surprenant will visit Hardin County H.S. on August 22. The ASSET test will be administered, an online orientation will be given, and textbooks will be delivered. On July 21, the White County Center provided a room for an IMRF Retirement meeting conducted by Jean Parson. This meeting served approximately 35 local employees from various schools and agencies. The Illinois Articulation Initiative is conducting a five year review of approved courses. The IAI panels have selected several SIC courses as part of their five-year review. The first curriculum committee meeting of the academic year will be held on August 25.

Mr. Tim Walker, Vice President of Administration and Business Affairs, reported on the following: We are working diligently to complete the draft FY 2012 Budget prior to the August Board Meeting. On July 27, 2011 I attended the first meeting of the ICC Funding Study Task Force in Springfield. The roof project on the David L. Stanley Center was completed in July. We have received two bids for the replacement of the south bleacher project. They are within the range of the original estimate of $90K to $94K. These bids have been submitted to the Illinois Capital Development Board for final approval. We hope to have the opportunity to present the best bid for final approval at the September Board Meeting. As a commitment to and requirement of the Campus Security Act and the SIC Campus Emergency Operation Plan we are planning a “table top” emergency response drill for September 1, 2011. The initial plan is to conduct an exercise for a response to a natural disaster such as tornado or earthquake. The drill will feature a NIMS response by the administration and likely a table top session for the Campus Emergency Response Team. Stacy Moore, Director Auxiliary Services, and a multi-department committee attended a presentation by a major higher education bookstore vendor, Acadamos, on July 20, 2011. This committee was formed to explore best opportunities for better service to the college students and faculty members. We plan to meet again in September to discuss opportunities with our present vendor, Missouri Bookstore. On August 4th and 5th I attended a free “Invitation Only” Community College Risk Management Seminar sponsored by one of the nation’s largest insurance and risk management brokerage firms, Arthur J. Gallagher. We were provided the latest information on insurance trends, risk management initiatives, new insurance products on the market and the state of the Health Care Insurance under the Patient Protection and Affordable Care Act. The meeting was attended by roughly 60 colleges from throughout the United States. On September 14 and 15, 2011 I will be attending required annual training to maintain International Certification in Risk Management from the National Alliance for Insurance Education and Research. The meeting will be held in St. Louis, Missouri.

Ms. Karen Weiss, Dean of Career and Technical Education, reported on the following: Most recently the College’s Website Committee interviewed five (5) vendors for the website redesign project. Title III funds are available to assist with the website project in years two and three. Our external evaluator site visit has been scheduled for August 25-26, 2011. Dr. David Caffey with Pinnacle Evaluation Services will serve as our Title III grant’s external evaluator. Dr. Caffey was instrumental in working with Dr. Keating on the College’s Title III application. ICCB recently released allocations for the Program Improvement Grant, known as PIG. SIC’s FY12 allocation is $12,294, which is approximately $1,900 less than FY11 allocation. Historically, we have used this money for the purchase of computers and accessories to update
various labs on-campus. I am working with Alene Carr, with local DCEO office, on a Delta Regional Authority (DRA) grant application to the fund the purchase of a newer, used semi-tractor for use with the Truck Driving program. As part of the grant application process, the College Board of Trustees must pass a resolution in support of the grant application. For the past year we have successfully partnered with Southern Illinois Resource Management to offer a 4-week externship as an extension of the CDL program, for those students interested in working with local trucking companies, hauling for the coal mines. Our plans are to continue to partner with SIR to offer the externship through this academic year.

Mr. Chad Flannery, Dean of Enrollment and Student Services, thanked the Board for the opportunity to serve at Southeastern Illinois College and noted that he looks forward to many years of service.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Mr. Hearn to approve the July 19, 2011 regular and closed session minutes, approved that the closed session minutes remain closed and not open to the public, approved to destroy the closed session tapes of December 2009, approved the treasurer’s report, and the July 2011 bills in the amount of $1,209,841.14 which included $699,408.89 in payroll. On roll call, the following members voted:

Aye  Nay

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

All members voted aye. Motion carried.

Action Items

Angel Learning LMS Renewal

A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve the request for the annual ANGEL LMS License renewal in the amount of $25,300.00 and ANGEL XEI Module in the amount of $5,100.00. The dates covered by this license are July 1, 2011 to June 30, 2012. This is the third year of the three year contract although, if necessary, the contract could be extended through the fall of 2014.

All members voted aye. Motion carried.

Title III Website Project
A motion was made by Mr. Ellis and seconded by Ms. Lane that the Board of Trustees approve a project to replace the college’s main website www.sic.edu and associated content management system.

The last time the college underwent a complete website replacement was in 2003 with a small refresh in 2006. The current website and content management system is dated and no longer meets college marketing or student needs, as well as having security issues. The website is in need of a complete replacement of the current website design, navigation, content, and its underlying architecture.

The college released a website Request for Information (RFI) to thirteen vendors. Five vendors responded with estimated costs ranging from $34,000 - $100,000. The two lowest bids submitted by vendors were brought in for interviews and presentations. Following the interview process, the Website Committee representing a cross section of the college, unanimously recommended ETC ComputerLand (ETC) from Quincy, IL for the following reasons: 1) They have recent higher education experience with a site for John Wood Community College. 2) Cost is more in line with college resources. 3) They had extremely complimentary references. We could find no local in-district vendor interested in our project.

Our current website is hosted by an outside company Matrix Consulting, LLC who submitted a response. However, it was in the upper end of cost and beyond financial reach of college resources. Our current hosting contract is about $5,000 annually. The proposed ETC hosting agreement is about $1,000 per year for a savings of $4,000 annually.

The project budget is $40,000 based on the estimated cost provided in the ETC response. Title III is able to cover the majority of the project with $28,000 in funds. However, the remainder would need to be covered by another funding source. If desired, the vendor has agreed to split these additional funds across two fiscal years to help with cash flow. Additionally, with the annual savings from the new hosted agreement, the college will recoup this investment in about three years.

This action included that the Board of Trustees approve to waive the SIC bid process policy; approve ETC ComputerLand as the vendor for the project, approve to negotiate a final contract with ETC ComputerLand for a maximum of $40,000 for the project; approve the use of a minimum of $28,000 (more if available) of Title III funds for the project; and, approve the use of capital bond funds up to a maximum of $12,000 to make up any shortfall of Title III funds to fully fund the website project.

All members voted aye. Motion carried.

Delta Regional Authority (DRA) Resolution

A motion was made by Mr. Allen and seconded by Mr. Morgan that the Board of Trustees approve the following Resolution by the Delta Regional Authority to designate and appoint Dean Weiss to perform all duties and administration of the DRA grant in one motion.

WHEREAS, the Delta Regional Authority (hereinafter “DRA”) was created by Congress by the Delta Regional Authority Act of 2000, as amended, as a federal/state partnership now comprised of 252 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri and Tennessee in order to remedy severe and chronic
economic distress by stimulating economic development and fostering partnerships that will have a positive impact on the Delta Region’s economy:

WHEREAS, SOUTHEASTERN ILLINOIS COLLEGE, acting by and through its BOARD OF TRUSTEES proposes to apply for a grant with DRA for the Fiscal Year 2012 federal grant program cycle;

WHEREAS, DRA requires that a person be designated, appointed and given the authority to perform certain duties and administration of said grant for and on behalf of the Grantee;

WHEREAS, SOUTHEASTERN ILLINOIS COLLEGE’S BOARD OF TRUSTEES met in regular session on TUESDAY, AUGUST 16, 2011 whereby Trustees Lane, Allen, Hearn, Ellis, Morgan, and York were present, constituting a quorum;

WHEREAS, a motion was made by Trustee Allen was seconded by Trustee Morgan to designate and appoint KAREN WEISS, DEAN FOR CAREER & TECHNICAL EDUCATION, to perform all duties and administration of said grant, which carried unanimously by voice vote and was recorded on the minutes; to provide additional funds in the amount of $0.00 to said grant; to make an in-kind contribution of INSTRUCTIONAL SALARY AND COSTS with a fair market value of $22,800 to said grant; and that in the vent of an administration change, the new DEAN FOR CAREER & TECHNICAL EDUCATION shall continue to have such authority under this Resolution.

NOW THEREFORE, BE IT RESOLVED THAT, by the 16th day of August, 2011, as follows:

THAT, KAREN WEISS, be and is hereby designated and appointed to perform on behalf of SOUTHEASTERN ILLINOIS COLLEGE and has the authority to make those acts and assume any and all duties in dealing with the grant with DRA for the Fiscal Year 2012 federal funding cycle;

THAT, KAREN WEISS is hereby authorized to execute and submit any and all documents including, but not limited to, applications, grant closing documents, request for funds, status reports, etc. to DRA for the Fiscal Year 2012 federal funding cycle;

THAT, the Grantee agrees to provide additional funds in the amount of $0.00 to said grant;

THAT, the Grantee agrees to make an in-kind contribution of INSTRUCTIONAL SALARY AND COSTS with a fair market value of $22,800 to said grant; and

THAT, in the event of an administration change, the new DEAN FOR CAREER & TECHNICAL EDUCATION shall continue to have such authority under this Resolution.

READ AND ADOPTED, this the 16th day of August, 2011.

All members voted aye. Motion carried.
Board Meeting Date Change Proposal

A motion was made by Mr. Morgan and seconded by Mr. Allen that the Board of Trustees move the regularly scheduled board meetings from the third Tuesday of the month to the Thursday following the third Tuesday for FY12, and that the December board meeting be eliminated. The schedule for the remaining of the year is: September 22, October 20, November 17, January 19, February 23, March 22, April 19, May 17, and June 21.

All members voted aye. Motion carried.

Sustainability Logo Recommendation

A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve to add a Sustainability logo to the existing logo policy.

All members voted aye. Motion carried.

Non-Action Items

Possible Sustainability Initiative

Dr. Rice reported that there is a possibility that given a defined funding stream, the college could investigate the installation of a sustainable energy source on campus. He noted that we might want to entertain a proposal for a wind turbine should a funding stream become available.

Board Retreat Discussion

Discussion was held concerning the annual fall board retreat. After discussion, it was proposed that the Illinois Community College Trustees Association (ICCTA) be notified that the Board would like to conduct the fall retreat on October 20 at 3:00 p.m. before the regularly scheduled board meeting.

Closed Session

A motion was made by Mr. Morgan and seconded by Ms. Lane that the Board 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, (9) student discipline, and (11) litigation. The Board went into closed session at 6:50 p.m. On roll call, the following members voted:

Aye ___________________ Nay

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

A motion was made by Mr. Allen and seconded by Ms. Lane to reconvene into open session at 7:11 p.m.

**Personnel**

A motion was made Mr. Ellis and seconded by Ms. Allen that the Board approve the following personnel items:

**Resignation of Full-time Biology Instructor**

Accepted the resignation of Dr. Aaron Alford, Biology Instructor, effective August 10, 2011.

**Resignation of Part-time Registration Data Entry Clerk**

Accepted the resignation of Kim Hughes, part-time registration data entry clerk, effective August 11, 2011.

**Resignation of Lead Toddler Teacher**

Accepted the resignation of Amanda Courson, Lead Toddler Teacher, effective August 11, 2011.

**Resignation of Office Assistant Program Instructor Golconda Job Corps**

Accepted the resignation of Susan Kunath, Office Assistant Program Instructor, effective August 15, 2011.

**Employ Full-time Temporary Biology Instructor**

Approved the employment of Aaron Poole, as the full-time biology instructor for the fall 2011 and spring 2012 semesters. Mr. Poole will be placed on the SICEA salary schedule at MS + 40, Step 1 $42,022 due to the resignation of Dr. Aaron Alford.

**Employ Full-time Temporary Office Assistant Program Instructor Golconda Job Corps**
Approved the employment of Cammy Duggins as the full-time temporary Office Assistant Program Instructor at the Golconda Job Corps, effective August 15 through December 15, 2011, or until the program should be discontinued, for an annual salary of $34,303 (pro-rated for four months should the program end in December).

**Employ Pre-K Parent Coordinator**

Approved the employment of Kim Hankins as the Pre-K Parent Coordinator for a salary of $17.00 per hour for up to 28 hours per week.

**Employment of Adjunct Faculty**

Approved the following listing of adjuncts:

- **Fall 2011**
  - Beal, Sue: ECE 121 O
  - Denton, Michele: ECE 142 O & ECE 240 O
  - Hurley, Clyde: MATH 144 E
  - Lewis, Karla: EDUC 160 O
  - Lipford, Kristie: SOC 121 DE/XE & SOC O2
  - Mitchell, Taurean: Fitness Center Monitor
  - Reach, Nancy: ECE 121 A
  - Rodkey, Carolyn: ENG 121 & ENG 122

At this time, Ms. Shawna Browning gave the student trustee report. She noted that the fall semester had just started so there wasn’t much to report at this time but student elections would be held at the end of September.

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Mr. Ellis to adjourn the meeting. The meeting adjourned at 7:12 p.m.