MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
JANUARY 18, 2011; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, January 18, 2011, 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, Frank Barbre, Dr. Pat York, and Nicole Trepanier, student trustee. Absent: Chuck Hearn and Richard Morgan. Also present were: Dr. Jonah Rice, Dr. Dana Keating, Dr. Sarah Bond, Ms. Karen Weiss, Mr. Brian Surprenant, Mr. Tim Walker, and Mrs. Barbara Potter.

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

Reports

Dr. Barbre reported that there was no ICCTA meeting in January.

Dr. Rice reported that he took a personal trip to Springfield and while there he worked in meetings with state officials, including Representative Phelps, Senator Forby, and Representative Bradley. We discussed issues important to SIC including budget, appropriations, and related issues. He reported the work on the SIC new website is progressing well. He met with committee leads on the project including the Navigation Committee and Graphic Design Committee in order to mesh ideas of the two. He noted we will form at a future date a Screening Committee to review the work of the two functional committees. The new Title III employee for online student support services will also contribute to this project. His meeting with the chairs also resulted in a tentative Website Calendar that must align with the Title III grant: Navigational and Graphic Design (Spring 2011), Create Training Sessions (Summer 2011), Implement Training Sessions and Modify/Make Adjustments (Fall 2011), Go Live January 1, 2012. He reported Dr. Mary Sullivan was invited to a Rotary meeting as his guest. She presented a program on SICCM history and educational services. This is part of the SICCM effort to boost enrollment in some programs for SIC. He reported he met with the BOT subcommittee on budget and finance to review suggestions from budget officers on possible reductions and possible revenue. He reported on the following: Facilities and Master Planning: This will be undertaken soon with input from various stakeholders. This also ties into the RAMP project. Mr. Walker and I will work together on this project along with many other stakeholder units. Strategic Planning: Progress is underway to create a subcommittee to review the strategic planning process and then take that review to the whole committee. Dr. Keating and I are working on this project. Enrollment Management Planning: Dr. Bond will be working on the Enrollment Management Plan for presentation at a later date. This is a project emphasized by the HLC during our visit. This plan will feed into our strategic plan as well. BOT Subcommittee (ad hoc) on Recreation and Sahara Woods: I would ask that this subcommittee meet with me soon to discuss this joint venture as well as other issues pertaining to this subject area. Lori Cox may also have valuable information to the subcommittee based on a grant project we’ve worked on in her area. WSBDC: Red Carpet Training - I have asked Lori Cox’s office to implement
this spring red carpet training for all front line staff. This is a project Ms. Cox has engaged in previous training and will be more customized for us and will also be used for external clients. The training will stem from the CC mantra of open access. I am trying to promote the idea that any student who walks through our doors should be given the opportunity to receive an education. That is not to be a statement inviting hyperbole. It is merely the philosophy of the CC system in this country and state.

University of Illinois Feasibility Study - Ms. Cox is working on a feasibility study with U of I with a deadline of February 25. If the study is approved this could result in WSBDC being awarded a moderate grant. Outdoor Tourism – I met with Representative Brandon Phelps in Springfield on January 11 and one of the topics that we discussed was Outdoor Tourism and ways to expand that market in southern Illinois. Representative Phelps will tour Sahara Woods with board members Gary Allen, Chuck Hearn and WSBDC Director Lori Cox and myself in the latter part of this month.

Healthcare Meetings: I have met with representatives from Blue Cross-Blue Shield and Shawnee Administrative Services (Max 105) to discuss our proactive approach to managing skyrocketing healthcare costs. We will have a meeting with the college health insurance committee to discuss the research we’ve collected so far and attempt to generate ideas much earlier than last year when we received notification of our rate change only a month before the end of the contract. I have cleared through legal a Press Release Suggestion that will be included on many college publications and at major points of entry: All College activities may be taped and photographed for college purposes. Entry into our college grounds and buildings constitutes consent to be photographed or videotaped for College purposes.

Human Resources: A Social Media Statement has been added that highlights that SIC may use the Internet and its resources to research candidates. This was cleared by our legal. Budget Process: I am working with Mr. Walker on fostering the Budget Process and Timetable for FY 12 pending more information from the state.

Dr. Keating reported on the following: Work is progressing on the response to the ICCB report from the August Recognition Visit. As Dr. Rice indicated in December, we were very pleased with the report. Responses are being prepared to address all of the ICCB recommendations. The report will be completed and submitted by the January 31 deadline. Work is being done to replace the tree that had been planted in honor of Don VanOrmer, long-tenured forestry instructor and division chairperson. As you know, the tree was moved from its original location in preparation for the addition of G Building to the Robert I. Gregg Technology Center. While great effort was made to preserve the tree, it eventually died. I have worked with the Applied Technology Division as well as Environmental Services to determine the type of tree to be planted and a new location for the tree. Ralph Boots also spoke with Russ Lane, retired welding instructor and long-time faculty member in the Applied Technology Division and chairperson who followed Mr. VanOrmer. Ed Fitzgerald and I also met with Andrew Daniels of Daniels Landscaping to get his advice. After the discussions with all of the above parties, the decision has been made to plant a White Oak tree in the area directly south of W building in the open area between W building and the first vehicle barn. The original plaque will be placed at the foot of the new tree. Additionally, it was discovered while working on this project that the tree that had been planted in honor of Dr. Abell had also died. Therefore, we will also replace this tree as a part of this project. Assessment work continues to progress well. An update/summary report will be presented to the Board at the end of the academic year. The A-Team met in December to review the activities of the fall semester and discussed plans for spring. The consensus was that
the changes that had been made and implemented during the fall semester had been effective and had made the process more efficient.

Dean Surprenant reported on the following: The College has been able to upgrade the Skills Tutor program with the funds provided by the Student Success Grant. This is the computer based software that is used for the developmental modules (READ 101, MATH 101 and WRIT 101). The primary difference is that the old version of this software was limited to certain computers located on campus and at the Carmi/White County Center. The new software is web based and can be accessed from any computer with internet access. This will allow students to work on the modules any where and any time. A representative of the Skills Tutor Company provided on site training to staff on January 5. The new format will be used starting with the spring 2011 semester.

Vice President Walker reported on the following: Continuing Working on Funding Options: We continue to work on funding options to address the potential significant delay in state disbursement for remaining FY 2011. We are investigating the operational aspects of creating a Line of Credit under the new legislation and will be requesting the Board Approval to expend Working Cash Funds. Illinois Capital Renewal Project (South Bleachers): Presently the Capital Development Board has approved proceeding with bid solicitation for the bleacher project. Under the constraints imposed by taking this through the CDB process the project completion is not accepted until next Fall Semester. The Board will be presented information for project approval at each step along the way. This is no cost at this time. The Capital Development Board Contract Executive is evaluating the service agreement with the A&E firm at this time. Identity Theft Loss Prevention, LLC: We are planning discussions with ITDP of Lansing, Michigan regarding the appropriate actions needed to keep the college in compliance with the FACT Red Flag Rules (Identity Theft) and other codes that may have overlapping implications. ITDP is a major service provider for colleges and has extensive experience in Illinois. As a matter of Risk Management the work they may propose should be eligible for tort fund expenditure. They are offering webinar dates in February. We are still working on our scheduling. Property Transfer and Intergovernmental Agreement, City of Harrisburg: An agreement will be presented to the Board at its January meeting that will extend the ownership of 415 East Walnut Street for another three year team. Additionally, two McIlrath lots will be transfer back to the city per the terms of the original agreement which stipulated improvement had to be made within a three year time frame. Illinois Public Risk Fund Grant: The IPRF is the Workers Compensation Insurance group for the college. They are offering a grant in the amount $6,200 for projects that reduce the risk of liability for the college. We have been successful in obtaining an annual grant from IPRF for a least the last three years and hope to do so this year. Several projects will be discussed with the college’s ALL Risk Committee.

Dean Weiss reported on the following: Interviews were held in late December for the Title III positions, including Technical Administrative position and Activity Coordinator/Curriculum Developer position. The application deadline was extended to January 3, 2011 for the Activity Coordinator/Curriculum Developer position and the Online Student Services Developer position. Interview committees have met to discuss the applicant pools, and interview dates are being established. A recommendation for the Activity Coordinator/Curriculum Developer position is being brought before the Board this month. The expectation is to bring candidate
recommendations for the remaining two positions for Board approval at the February meeting. The next Title III team meeting is set for January 25th. I will be attending a Title III Project Director Workshop in Rogers, Arkansas, hosted by Ramona Munsell Consulting firm, January 26th through 28th. The next Spotlight Day is our Business Skills Competition and Spotlight Day on February 24th. I, along with Melissa Crow from OWVRVS, will be attending a POS-PTR grant workshop in Champaign, IL on March 3 and 4. This is a grant requirement. Lori Blumenstock, CTE Liaison and Transition Coordinator, was my guest for the Regional Vocational Superintendent’s meeting on January 25th. We were able to interview a viable candidate to instruct the Pharmacy Tech course for the Spring semester. Her application and recommendation is included with this Board Packet. The course will be offered on Tuesday and Thursday evenings and Saturday mornings, beginning January 18th. Currently, we have 7 students enrolled, with three additional potential students. We will also be running some additional advertisements in local media with the established days and times. A dedication ceremony is being planned for Thursday, May 12, 2011 for the official naming of the “Shirley Oshel Nursing Complex.” This event has been planned to coincide with the birthday of the founder of modern nursing, Florence Nightingale. Plans are underway to include various speakers who have been involved with the nursing program over the past 55 years, and a reception to immediately follow the presentation of the plaque in the Nursing Lab. Invitations will be sent out to area health care facilities and advisory board members.

Dr. Bond reported on the following: SIC Phi Beta Lambda’s Angel Tree community service project provided Christmas gifts for over 70 children within the community. January 6-8, Theta Sigma Phi members attended Theatre Fest in Bloomington, Illinois. The Cultural Arts Series presented “Dennis Stroughmott & Creole Stomp” on January 16. She also reported on a number of upcoming events and activities.

Student Trustee Nicole Trepanier reported on the following: Student Government held their first meeting in spring semester on Monday, January 24. The Student Life Committee will meet soon to finalize recommendations for additional furniture in the game room. Phi Theta Kappa officers are preparing to write and submit the National Hallmark Project Competition. Student Ambassadors worked with the marketing department the first few days of spring semester, and they also worked with the Cultural Arts. She noted rehearsals for You Can’t Take It With You! will be conducted in January. She also provided to the Board a schedule of the men’s and women’s basketball games for the month of January.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the December 21, 2010 regular and closed session minutes, destroy the tapes of June 2009 closed session, to approve the treasurer’s report, and the December bills in the amount of $1,591,525.09 which included $624,902.08 in payroll. On roll call, the following members voted:

Aye: Ms. Lane, Mr. Allen
Nay:
Mr. Ellis
Dr. Barbre
Dr. York
Ms. Trepanier (advisory vote)

**Action Items**

**Board Goals – Adoption**

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve adoption of the revised board goals presented in December for a first reading.

**PREFACE**

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

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

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

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

#6 Economic Development: Southeastern Illinois College will be a catalyst for economic development in southeastern Illinois through strategic partnerships with industry, civic organizations, economic development professionals, and governmental entities.

#9 Quality Learning: *The College will maintain high quality measurable learning instruction that is student focused and learning oriented that demonstrates a commitment to fiscal responsibility in relation to performance of our students.*

Added a new goal:

#13 Employees: Southeastern Illinois College will maintain a quality internal workforce that represents excellence and diversity as comparable to cohort institutions and within our financial means.
All members voted aye. Motion carried.

Resolution to Transfer Working Cash Funds

A motion was made by Dr. Barbre and seconded by Mr. Ellis that the Board of Trustees approve the resolution to transfer working cash funds.

Whereas, the Illinois Public Community College Act (110 ILCS 805/3-33.6) establishes the authority of the Board of Trustees of Southeastern Illinois College to direct the college treasurer to transfer funds from the Working Cash Fund, previously established by the college, to the Education and/or Operation and Maintenance Funds and;

Whereas, the Board of Trustees has recognized the potential delay in disbursement of the FY 2011 payments of the Illinois Community College Board designated Credit Hour and Equalization reimbursements by the State Comptroller;

The Board of Trustees of Southeastern Illinois College does hereby resolve to authorize the Treasurer of the Board of Trustees to transfer up to the current remaining amount of the Working Cash Fund as of January 11, 2011, that being $1,905,729.00, in order to meet the normal financial obligations of the Education and/or Operation and Maintenance areas of the college, at anytime from January 18, 2011 to June 30, 2011, contingent upon the execution of the attached Notice of Transfer of Working Cash Funds by the Chairperson, Secretary and Treasurer of the Board of Trustees. This resolution sets forth that the amount transferred from the Working Cash Fund, as stipulated in the Notice of Transfer of Working Cash Funds, shall be made only in anticipation of said disbursement of the FY 2011 payments of the Illinois Community College Board designated Credit Hour and Equalization reimbursements by the State Comptroller and shall be repaid in full upon the sufficient receipt thereof.

All members voted aye. Motion carried.

Transfer of Property

A motion was made by Mr. Allen and seconded by Ms. Lane that the Board of Trustees approve to transfer undeveloped property back to the city per the terms of the Intergovernmental Agreement which governed the prior arrangement between the parties.

Lot Five (5) in Block Four (4) in R. J. McIlrath’s addition to the City of Harrisburg, Illinois, being a part of the Southwest Quarter (SW ¼ ) of the Northwest Quarter (NW ¼ ) of the section fifteen (15), Township Nine (9) South, Range Six (6) East of the Third Principal Meridian, Saline County, Illinois, Except any interest that may exist in the coal, oil, gas and other minerals underlying said premises along with the right to mine and remove the same situated in the County of Saline in the State of Illinois with a common address of 409 E. McIlrath Street, Harrisburg, IL 62946.

Lot Three (3) in Block Four (4) in R. J. McIllrath’s addition to the City of Harrisburg, Illinois, except any interest that may exist in the coal, oil, gas and all other minerals underlying said
premises with the right to mine and remove the same situated in the County of Saline in the State of Illinois with a common address of 404 E. Logan Street, Harrisburg, IL 62946.

All members voted aye. Motion carried.

Intergovernmental Agreement

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve the following Intergovernmental Agreement:

INTERGOVERNMENTAL AGREEMENT FOR EXTENSION OF AGREEMENT FOR CONVEYANCE OF REAL ESTATE DATED AUGUST 18, 2005

THIS INTERGOVERNMENTAL AGREEMENT is made this ____ day of ______________, 201_ between the CITY OF HARRISBURG (“City”) and SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT #533 (“College”).

WHEREAS, the City and the College previously entered into an Intergovernmental Agreement for Conveyance of Real Estate concerning two parcels of real estate, said agreement being dated August 18, 2005; and

WHEREAS, the College acquired the parcels for use in the College Building Trades program; and

WHEREAS, the College determined that it would not utilize the parcel located at 600 E. Locust Street, Harrisburg, Illinois, for its Building Trades program and conveyed that parcel to the City; and

WHEREAS, the terms of the prior Intergovernmental Agreement provided at Paragraph 3 that the subject real estate would be returned to the City if the College did not complete construction within three (3) years of the conveyance; and

WHEREAS, the College has requested that the City extend the terms of the Intergovernmental Agreement for Conveyance of Real Estate in regard to the property located at 415 East Walnut Street, Harrisburg, Illinois in order to allow the College to retain and develop the real estate as originally contemplated by the August 18, 2005 Intergovernmental Agreement for Conveyance of Real Estate; and

WHEREAS, the City and the College are empowered to enter into Intergovernmental Agreements pursuant to provisions of Article 7, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act 5 ILCS 220-1, et. seq.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the improvement of property located within the City, the education of college students, the return of the
real estate to the tax rolls, and other good and valuable consideration, it is agreed between the City and the College as follows:

1. The terms and the conditions of the Intergovernmental Agreement for Conveyance of Real Estate regarding the real estate described above and located at 415 East Walnut, Harrisburg, Illinois are hereby affirmed and adopted.

2. The College is granted a period of three years from the date of this agreement to complete a building construction project on the subject premises.

3. In the event that the College does not complete said improvement within three years from the date of this agreement, the College shall cause the lot described herein to be conveyed to the City.

4. Notwithstanding the foregoing, the College’s performance hereunder is contingent upon approval of this agreement by the Illinois Community College Board (“ICCB”). In the event ICCB fails to approve this agreement, the College shall have the right to terminate this agreement by written notice to the City. Upon any termination of this agreement by the College pursuant to this Paragraph, all rights and obligations of the parties hereunder shall cease, except that the College shall be obligated to convey the property to the City immediately upon said termination by Quitclaim Deed.

IN WITNESS WHEREOF, the City has caused this Intergovernmental Agreement to be executed by its Mayor and attested by its City Clerk, pursuant to authority given by the City Council, and the College has caused this Intergovernmental Agreement to be executed by the Chairman of its Board of Trustees and attested by the Secretary of its Board of Trustees, pursuant to authority given by its Board of Trustees effective the above date written.

CITY OF HARRISBURG

____________________________
MAYOR, City of Harrisburg
Saline County, Illinois

ATTEST:

________________________
City Clerk, City of Harrisburg
Saline County, Illinois
(SEAL)

SOUTHEASTERN ILLINOIS COMMUNITY
COLLEGE DISTRICT NO. 533

____________________________
Chairman, Board of Trustees

ATTEST:
All members voted aye. Motion carried.

Emergency Operations Plan

A motion was made by Mr. Allen and seconded by Ms. Lane that the Board of Trustees approve the Emergency Operations Plan (EOP) as submitted. To be compliant with the Campus Security Enhancement Act of 2008 (110 ILCS 12) and based on the recommendations of that act, Dr. Rice submitted an EOP to the Board, and asked them to approve the Southeastern Illinois College Campus Emergency Operations Plan. He noted that once the plan has been approved it will then be submitted to the appropriate Illinois Emergency Management Agencies and will eventually be submitted to the Illinois Community College Board as required by law.

All members voted aye. Motion carried.

Non-Action Items

Budget & Finance Subcommittee Report on Findings and Recommendations

A budget and finance subcommittee report was presented to the Board that focused on budget shortfalls. Dr. Rice reported that the State had notified community colleges that it had implemented a 12-month vouchering payment schedule rather than a quarterly payment schedule where colleges would actually receive 24 payments (12 credit hour payments, and 12 equalization payments). Dr. Rice said thus far for this fiscal year, the college has received one credit hour payment and two equalization payments, and would soon exhaust its reserve; therefore, the college would soon be relying on borrowed money. It was noted that the goals of the subcommittee were to be responsible stewards of the College’s finances, especially during this debt management period as a result of the state’s fiscal crisis, to review all financial data, and to provide guidance and direction to the administration on any course of action including reductions and/or revenue in functional areas that include instructional, student services including extra curricular, business, maintenance, and auxiliary services. The Board of Trustees budget and finance subcommittee charged the administration with reducing the budget by approximately one million dollars. To help achieve this goal, all functional areas, including low enrollment programs, were reviewed (e.g. massage therapy program). The reduction and elimination of one classified position (Academic Support Secretary) was also discussed. These were program discussions only and position discussions only. Prior to the board meeting, administrative budget officers had provided budget suggestions to discuss as well.

Correspondence

The following correspondence was shared with the board:

- Welcome Back to Fall Semester Letter

A number of FYIs were also shared.

Closed Session
A motion was made by Mr. Allen and seconded by Ms. Lane 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 7:15 p.m. On roll call, the following members voted:

Aye               Nay

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

A motion was made by Dr. Barbre and seconded by Mr. Allen to reconvene into open session at 8:31 p.m.

**Personnel**

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

**Retirement of Marketing & Institutional Advancement Director**

Accepted the retirement of Ms. Donna Patton, Marketing & Institutional Advancement Director effective June 3, 2011.

**Professional Internship Request – Student Affairs**

Approved a professional internship for Ms. Emily Henson for the spring 2011 semester. Ms. Henson will be serving the internship under the supervision of Executive Dean of Student Affairs Dr. Sarah Bond.

**Employ Title III Activity Coordinator/Curriculum Developer**

Approved the employment of Ms. Kelly Alongi as the Title III Activity Coordinator/Curriculum Developer effective January 25, 2011. Ms. Alongi will be placed on the FY2010 SICEA salary schedule at MS + 0, Step 4 which is $40,460, plus summer pay for a total salary of $50,085. This is a twelve-month SICEA position.

**Employment of Adjunct Faculty**

Approved the following listing of adjunct faculty:
Spring 2010
Appel, Jarrod       MATH 108 A
Bain, Beverly       CIS
Fasunun, Olusegun   MATH 144 E
Ford, Kenny         Volunteer Assistant Baseball Coach – (Non-paid)
Fuller, Danae       ART 163 A
Perry, Kristie      SOC 121 O2
Taylor, Kreig       CRJ
Tedford, Ashlei     Pharmacy Tech

All members voted aye. Motion carried.

Adjournment

There being no further business to discuss, a motion was made by Mr. Ellis and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 8:32 p.m.