The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, September 22, 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, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Shawna Browning, student trustee. Absent: Chuck Hearn. Also present were: Dr. Jonah Rice, Tim Walker, Dr. Dana Keating, Karen Weiss, Chad Flannery, Lori Cox, Dan King, Allyson Corry, Roberto Sapa, and Barbara Potter.

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

Reports

Dr. Barbre thanked the Board of Trustees and the administration for their consideration in changing the board meeting dates and for allowing him the opportunity to continue to contribute and participate in board meetings. He reported the ICCTA Board of Representatives met in Springfield on September 10 and voted to focus on three key legislative issues during the coming months: College Insurance Program (healthcare program for community college retirees); the public pension reform; and budget issues which included performance-based funding, base operating grants, and equalization grants. He noted a lot of time was spent on discussing the State Universities Retirement System (SURS) pension reform and the push for community colleges to pick up the state portion of pension and health payments.

Dr. Rice reported that the legislative redistricting will have some impact. He reported on the mandatory Open Meetings Act training for Board of Trustees. He reported on performance-based funding and that community college presidents are suggesting that the performance be based on: at risk students (both Pell and remedial), degree and certificates, transfer, transitioning from remedial to gatehouse courses, and momentum progress with fall to fall retention. Heritage Festival is for the most part sold-out. We are trying to re-arrange some spaces to make more room. Mrs. Lori Cox, Associate Dean of Workforce and Community Education, reported we are putting the finishing touches on our Spring 2012 schedule for community ed classes and will have this process completed by October. She noted she is working with AV on a new design for the community ed mailer. She reported that the GED program is starting for fall and there are a record number enrolled for the Gallatin County class. She said the Saline County Chamber is working on its first annual Reindeer Run to promote “Shop Saline County” on November 26 and the WISBDC hosted a bankers breakfast on Thursday, September 15 for area bankers to promote services. She reported that Dan King has meet with Jerry King and the Ohio Scenic By-Ways Committee. She said we recently conducted a direct mail campaign for CPR trying to establish new students. She then introduced Mr. Dan King, new Outdoor Recreation and Tourism Business Specialist. Mr. King thanked the Board and said he has enjoyed being a part of the Southeastern Illinois College team. He reported on initiatives that he is working on with the Outdoor Recreation position.
Dr. Keating reported on the following: The process to produce the 2012 – 2014 catalog has begun. Plans are to have it printed and delivered to campus by mid-February in time for the beginning of summer and fall 2012 registration, which will begin February 27, 2012. The first meeting of the marketing/recruiting team was held on September 7. Work has begun to create a plan, determine assignments and develop a timeline for the 2011-2012 academic year. The Professional Development and Planning Committee will be hosting the mentor/mentee lunch for new employees and their mentors on Sept. 20. Following lunch, an orientation to assessment will be presented by A-Team members Gina Sirach and Allan Kimball. Plans are also being made for the fall social event, which will be scheduled near the end of October. The Strategic Planning Committee is working to both complete the final update to the 2006-2012 Strategic Plan and lead the College through the transition to the new planning cycle, which will begin fall 2012. The group is currently reviewing an extensive set of data, and will present summary reports to the entire faculty/staff on staff development day on October 7. Staff development day is scheduled for the afternoon of October 7. In addition to the session described above concerning strategic planning, there will be a speaker from the Marion VA Hospital to present to the group on Post-Traumatic Stress Disorder. She noted the annual high school counselors meeting will be on October 4. Plans are nearing completion for this event, and include an agenda that will provide them with important updates as well as give them an opportunity to provide us with feedback for us to use to improve our processes and services. The annual Health Fair, hosted by the Community Education Department, will be held on October 19th. This year’s event promises to be another great opportunity for the community to visit campus and receive numerous health screenings and services. Faculty, staff and students also benefit from the event and enjoy the opportunities it presents. Thanks to Donna Hearn and helpers for their efforts to make this day possible.

Dean Surprenant reported that he and Kyla Burford, the new High School Recruiter and Dual Credit Coordinator, visited the David L. Stanley Center in Carmi, Illinois, on August 30 and met with Clinton Wolf regarding dual credit courses. He reported that the Carmi Egyptian Health Department conducts meetings at the David L. Stanley Center with approximately 15 people in attendance each week. Dean Surprenant and Yolanda Betz, Academic Services Secretary, attended CurricuNet Training in Springfield on September 22.

Vice President Walker reported on the following: The Business Office has worked hard with the president on preparing the FY 12 budget for the board and that the tentative budget notice has been posted to all the local area newspapers. He noted construction is underway with progress on the two roof projects. He said the Student Center is 85% complete with work progressing in the Library section. He reported that SIC has been presented with a possible grant opportunity to expand the Child Study Center. He said the wish list consists of two additional classrooms with bathrooms and increasing the enrollment by approximately twenty.

Dean Weiss reported on the following: The Title III Grant external evaluator site visit was held August 25-26, 2011. Dr. David Caffey with Pinnacle Evaluation Services was on-campus for two days reviewing files and interviewing SIC faculty and staff who are involved with Title III grant activities. Dr. Caffey submitted a final report that was very positive for the institution. I am currently serving on the SIC Foundation Fantasy Auction Planning Committee, along with other SIC faculty and staff. She reported that she and Bobby Williams, an adjunct Fire Science
instructor, attended the Illinois Mining Institute meeting and mining competition in Marion on Wednesday, August 31st to promote the College’s Fire Training, she attended the 2011 Community College Conference, sponsored by ICCTA and RSNLT, in Springfield on Thursday, September 8th, and will be attending the 2011 ICCB Forum for Excellence conference in Springfield on September 27-28th. This conference provides pertinent updates for Perkins grant recipients. She noted the MEG Corporation, sponsored by the Illinois Soybean Association, was on-campus Wednesday, September 7th to offer a free Biodiesel Seminar to Diesel Technology students. David Johnston, an employee with Elastec of Carmi and SIC alum, was on-campus September 9th to speak with Welding students and to offer demonstrations in aluminum tig welding. Preliminary dual credit numbers for Fall 2011 are at 285 students (duplicated headcount) enrolled in CTE dual credit courses offered on- and off-campus (in high schools).

In Shooting Team Competition news, team member Matt Perkins tied HOA in the preliminaries at the Indiana State Sporting Clays shoot earlier this month, and won C class.

Chad Flannery, Dean of Student Services and Enrollment, reported the Cultural Arts Series sponsored a performance by the Evansville Quintet on August 21, with approximately 55 in attendance. The Student Work Study Orientation was held on August 31 and September 1, with 32 student workers participating. On September 1, Emily Henson, Financial Aid Director, and Lori Blumenstock, CTE Liaison and Transition Coordinator, attended the VA Resource Fair hosted by IDOT, in Carbondale, IL. They distributed several brochures about Southeastern’s CDL program and the various VA benefits available for the program. The SIC Lady Falcons Softball team participated in the John A. Logan Fall Classic, September 2-3, 2011. The team won 2 games over the course of the tournament. The TRiO/SSS program held an Open House on September 9, 2011, with 33 students attending the event. The open house was held for current and prospective SSS participants. The TRiO/SSS program had a successful yearly evaluation report from Dr. David Caffey.

Student Trustee Shawna Browning reported on the following: The men’s baseball Mid-West Invitational will be held in St. Louis on September 24 and the women’s softball Fontbonne University Showcase will also be held on September 24. She reported the annual “See You At The Pole” will be held on September 28. She informed everyone that the Lee National Denim Day Breast Cancer Awareness activities will be held on October 7. She also reported on several student club sponsored fundraising events.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the August 16, 2011 regular and closed session minutes, destroy the tapes of January 2010 closed session, to approve the treasurer’s report, and the August bills in the amount of $1,060,270.60 which included $212,494.14 in payroll. On roll call, the following members voted:

**Aye**
Ms. Lane
Mr. Allen
Mr. Ellis

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

**Action Items**

**Consortium of Academic and Research Libraries Illinois (CARLI) Purchase Request**

A motion was made by Ms. Lane and seconded by Mr. Hearn that the Board of Trustees approve to waive the bid process policy and approve the request to purchase library databases through the Consortium of Academic and Research Libraries Illinois (CARLI) in the amount of $30,046.16 for FY 2012. The requested amount was a $995.77 reduction from FY 2011.

All members voted aye. Motion carried.

**Test of Essential Academic Skills (TEAS) Fee Increase**

A motion was made by Mr. Morgan and seconded by Ms. Lane that the Board of Trustees approve to increase TEAS fee from $35 to $45 due to the increase from Assessment Technology Institute (ATI). This is a modest increase and is a stand-alone fee rather than a course fee.

All members voted aye. Motion carried.

**Remaining Gymnasium Restoration**

A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees approve a second phase to the gymnasium restoration that would feature replacing the north bleachers, installing a new wood floor overlay and the procurement of a portable goal that can be used in the event of a shattered backboard. Mr. Walker reported the first step to this project is to apply for an approval to proceed from the ICCB. This entails estimating the cost of work, establishing an approval from the SIC Board of Trustees to seek approval from the ICCB Board, submitting the ICCB documents for Capital construction including justification for the expenditure, and upon approval by the ICCB and with additional approval from the SIC Board engaging an architect to provide a formal project estimate to the Illinois Capital Development Board. With the Board’s approval, the following estimates would be presented to ICCB:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;E Contract Obligation</td>
<td>$18,300</td>
</tr>
<tr>
<td>Bleacher Base Bid</td>
<td>$52,000</td>
</tr>
<tr>
<td>Wood Floor Overlay</td>
<td>$100,000</td>
</tr>
<tr>
<td>Portable Goal (Emergency Use)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Possible General Contractor Fee</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Phase One and Two total estimate cost is $314,163. Anticipated Local Funding including contingency would be $42,555. The project would begin right after commencement.
All members voted aye. Motion carried.

Curriculum Committee Recommendations

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve the recommendations of the curriculum committee which included a revision to program content D-HO 08 Practical Nursing to reflect that students entering the online PN program will have to complete one online course with a grade of “B” or above effective August 1, 2011.

Prerequisite changes for VET 113, 133, 232, and 236 effective August 1, 2011.

Revision to program content D-IND 14 Diesel Technology-Heavy Equipment and D-IND 11 Diesel Technology-Medium Heavy Duty Truck to reflect that PHYC 121 Intro Psychology has been added as an option with PSYC 131 Human Relations effective August 1, 2011.

Added a new course PHYS 122 Introduction to astronomy. The course is intended for students seeking an Associate in Arts or Science degree. The course is not intended to be used toward the general education core science general requirement but may be used as a guided elective effective January 1, 2012.

Change course hours to GOVT 260 Politics in States and Communities from 2/2/0 to 3/3/0 as the amount of work required more than exceeds the workload of a traditional three credit hour course effective October 1, 2011.

All members voted aye. Motion carried.

Chargeback Requests

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve a chargeback request from Kimberly VanZant, Eldorado, Illinois, to enroll in the Nail Technology Program at Kaskaskia College for academic year 2011-12, and from Starla Yarber, Eldorado, Illinois, to enroll in the Nail Technology Program at Kaskaskia College also for academic year 2011-12.

All members voted aye. Motion carried.

Non-Action Items

Tentative FY2012 Budget

Mr. Walker presented the FY2012 tentative budget to the board and noted that while the budget is tight it is still in the black. Dr. Rice noted that the college continues to prioritize and optimize operations and services in an effort to provide affordable, accessible, and accountable education for students in the region. The final budget will be provided to the Board at the October meeting.
Closed Session

A motion was made by Mr. Morgan 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, (9) student discipline, and (11) litigation. The board went into closed session at 6:54 p.m. On roll call, the following members voted:

Aye

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

Nay

A motion was made by Ms. Lane and seconded by Mr. Ellis to reconvene into open session at 7:07 p.m.

Personnel

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

Position Description New SICEA Title III Online Practical Nursing Pilot Instructor

Approved the full-time SICEA Title III grant-funded Online Practical Nursing Pilot Instructor job description. This is an SICEA faculty position, paid 100% from Title III funds through the grant period. This position will be responsible for teaching of theory in an online classroom environment, and for oversight of clinical labs and rotations, as part of the Practical Nursing curriculum (description attached at the end of the minutes).

Resignation of Saline County Chamber Assistant

Accepted the letter of resignation from Mr. Jonathan Street, Saline County Chamber Assistant, effective September 12, 2011.

Resignation of Financial Aid Assistant

Accepted the resignation of Ms. Megan Schimp, Financial Aid Assistant, effective September 19, 2011.

Employ Early School Leaver Transition Program Coordinator (Grant)
Approved the employment of Stephen B. Humphrey as the Early School Leaver Transition Program Coordinator effective September 26, 2011 for $18.00 per hour up to 28 hours per week.

Employ Saline County Chamber Assistant

Approved the employment of Kendrea Myers as the Saline County Chamber Assistant effective September 23, 2011 for a salary of $10.00 per hour up to 28 hours per week.

Employ Full-time SICEA Faculty Title III Online Practical Nursing Pilot Instructor (Grant)

Approved the employment of Robin Russell for the position of full-time SICEA Title III grant Online Practical Nursing Pilot Instructor on the SICEA salary schedule, BS+24, Step 10, $46,138.

Employ Small Business Consultant

Approved the employment of Melody Bond for a salary of $18.00 per hour up to 28 hours per week effective September 12, 2011.

Employ Part-time Registration and Data Entry Clerk

Approved the employment of Jeffrey Miller as the Part-time Registration and Data Entry Clerk for a salary of $10.00 per hour up to 28 hours per week effective September 1, 2011.

Employ MJOCCS Lead Toddler Teacher

Approved the employment of Ms. Megan Gulley as the MJOCCS Lead Toddler Teacher for a salary of $9.00 per hour. This is a full-time position with benefits.

Employment of Adjunct Faculty

Approved the following listing of adjunct faculty:

**Fall 2011**
- Berry, Rachel: PSYC 121 OQH (Previously Approved)
- Mathias, Terry: ENG 121 OM (Previously Approved)
- Robb, Cathy: BUS 234 O (Previously Approved)
- Woning, Elizabeth: GED Sub (Previously Approved)

**Spring 2012**
- Ahlfield, Clayton: FOS 112 X/199 X (Previously Approved)
- Bax, Thys: PE 183 X/X2/X3/X4 (Previously Approved)
- Cleveland, Jan: CISV 116 X/X2 (Previously Approved)
- Craig, Jason: CIS 152 X (Previously Approved)
- Cusic, Lisa: HYG 121 X (Previously Approved)
- Fortner, Stephanie: ARTV 114X/X2/ART 121 X (Previously Approved)
Huggins, Robin  MATH 108 X  Previously Approved
McKinney, Karen  HLTH 118 X  Previously Approved
Mason, Diana  NUR 195 X  Previously Approved
Rudolph, Charles  ENG 122 X  Previously Approved
Sykes, Jane  NUR 153 X  Previously Approved
Young, Carla  CIS 119 X  Previously Approved

All members voted aye. Motion carried.
Southeastern Illinois College

Title III – Online Practical Nurse Pilot Instructor
(Full-time Title III Grant Funded position)

Salary: Commensurate with SICEA Salary Schedule  Division: Nursing & Allied Health

SHIFT: This is a 9-month, full-time faculty position per SICEA contract.

LOCATION:  Main Campus
REPORTS:  Director of Nursing & Allied Health
Title III Project Director

PREPARED:  Karen Weiss  Date:  September, 2011
BOARD APPROVED:  Date:
REVISION:  Date:

POSITION SUMMARY:  This is a Title III grant-funded Nursing faculty position working directly with the online Practical Nursing program.

ESSENTIAL RESPONSIBILITIES:  Must work effectively and efficiently in a fast-paced team environment, be self-motivated, absorb information quickly and possess excellent technical, organizational, interpersonal, and communication skills, both oral and written.

1. Pilot online Practical Nursing courses.
2. Coordinate and teach labs and clinical rotations for online cohort students.
3. In conjunction with Title III Activity Coordinator/Curriculum Developer, coordinate laptop computer checkout system for online cohort students.
4. Work with faculty to make necessary course changes based on feedback from course assessment and student evaluations to meet quality standards for online courses and programs.
5. Coordinate and communicate with Title III Project Director regularly to facilitate the timely implementation of all Title III initiatives.
6. Coordinate and communicate with all faculty and support staff participating in the Title III initiatives to facilitate the timely implementation of all Title III initiatives.
7. Attend all Title III staff meetings, and assist the Project Director as needed with recordkeeping, evaluations, etc.
8. Perform other duties as assigned by the Director of Nursing & Allied Health and Title III Project Director.
QUALIFICATIONS:

1. Master's degree in Nursing preferred; Bachelor’s degree with RN licensure is required.
2. Previous higher education teaching experience required; teaching in an online classroom preferred.
3. Demonstrated ability to work with a variety of online instructional technology.
4. Demonstrated ability to work with adult students who have a wide range of technology literacy skills.
5. Excellent computer skills and ability to use Microsoft products with a high level of skill.
6. Excellent communication and organizational skills.
7. History of success in working relationships with faculty.

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and ability to meet deadlines with excellent follow-up skills needed to be successful in this position.

REASONING ABILITIES:
Must have the ability to solve practical problems and deal with a variety of variables where standards are required. Ability to define problems, collect data, establish facts, draw valid conclusions, and develop acceptable solutions. Ability to coordinate complex projects is necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid driver’s license
RN licensure

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 regularly required to stand, walk, talk and hear. The employee is occasionally required to sit; use hands and fingers, feel objects, use tools, reach with hands and arms; climb or balance, stoop, kneel, or crouch.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

OTHER REQUIREMENTS:
Travel to training, conferences, seminars, etc. will be required, some of which may involve overnight stays.
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 7:08 p.m.