MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
DECEMBER 6, 2012; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Thursday, December 6, 2012, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. Lane, Mr. Allen, Mr. Ellis, Mr. Morgan, Dr. Barbre, Dr. York, Ms. Bunting (student trustee) Absent: Mr. Hearn. Also present were: Tim Walker, Karen Weiss, Chad Flannery, Dr. Dana Keating, Dr. Jonah Rice, Gina Sirach, Diane King, Dan King, Archie Blair, Stacy Moore and Barbara Potter.

Dr. York recognized Stacy Moore, Director of Auxiliary Services, as the Spotlight Employee. Dr. Rice noted that Ms. Moore has served Southeastern for six years and does an outstanding job managing the bookstore, cafeteria, and child study center.

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

Archie Blair, Competitive Archery Team Coach and Sponsor, presented the Board with the USCA 3D USIAC Bowhunter Women’s Team National Championship trophy that the team recently brought back from the national tournament. Mr. Blair noted that he and Dr. Rice had a vision to organize a competitive archery team on the national stage and he thought the first year would be to feel our way and see where we fit in. He said as they competed at the national level, he had no idea that in their first year they would reach the level of success of a national trophy and that he couldn’t be more proud of what the team has accomplished. He thanked the Board for the opportunity to represent Southeastern Illinois College in this capacity and for their support.

Reports

Dr. Frank Barbre reported the following: The ICCTA Board of Representatives took the following actions at its November 10, 2012 meeting at the Chicago Downtown Marriott Hotel in Chicago, Illinois: Discussed the implications of the November 2012 elections. Trustees were encouraged to educate newly elected lawmakers about community colleges and to invite them on campus before the end of December; Previewed the Illinois General Assembly’s fall veto session and January 2013 ‘lame duck’ session. Pension reform is expected to be a key issue, and ICCTA staff was given the flexibility to adapt to possible options in this area; Adopted a resolution supporting the elimination of proprietary school eligibility for Monetary Award Program grants; Encouraged trustees to participate in the February 2013 Community College National Legislative Summit in Washington, D.C. ICCTA’s next board meeting will take place in conjunction with the NLS on Monday, February 11; Congratulated Jeff May (Joliet) on his re-election to the Association of Community College Trustees’ board of directors and John Sanders (Logan) on his election as chair-elect of ACCT; Heard that the ICCTA Finance Committee is discussing a plan to spend down the
association’s reserves to 50% of the operating budget, supplemented by a gradual dues increase over several years. Dr. Barbre noted that ICCTA has kept the dues at a flat rate but will have to have a dues increase at some point; Learned that the ICCTA Awards Committee is exploring the creation of a Peace Essay scholarship for Illinois community college students; Were informed that the ICCTA Diversity Committee is revamping the criteria for the Equity Award; Announced that ICCTA’s March seminars will focus on 1) the impact of the Affordable Care Act on community colleges, and 2) a presentation by student leaders on ‘best practices’ in student success; Received reports on the discussions and activities of the Trustees Roundtable, the Illinois Community College Board, the ICCB Student Advisory Committee, the Illinois Board of Higher Education, the Illinois Student Assistance Commission, and the Illinois Presidents Council; and expressed thanks to ICCTA’s meeting sponsors - Chevron Energy Solutions (Silver sponsor) and Robbins, Schwartz, Lifton, Nicholas and Taylor, Ltd. (Friday reception) Upcoming Meetings include the following: November 14-16 Illinois Council of Community College Administrators annual conference / Leadership and Core Values Institute, Clock Tower Resort, Rockford. November 16 Illinois Community College Board meeting, Springfield and Illinois Student Assistance Commission meeting, Harold Washington College, Chicago. November 27-29 Illinois General Assembly veto session, State Capitol, Springfield. December 4 Illinois Board of Higher Education meeting, Adler School of Professional Psychiatry, Chicago; December 4-6 Illinois General Assembly veto session, State Capitol, Springfield; December 14-15 State Universities Retirement System meetings, Chicago; and December 17-26 filing period for candidates in the April election.

Dr. Rice reported the following: Update on the Student Center/Patio Project: The patio renovation is well underway. The next improvement in the area will be the addition of a revolving door in the student center. Given the renovations in B-Building have funding sources from the Foundation, Student Government, Special State Appropriation, and SIC funds, we will also look at upgrades in the PDR (paint and flooring) as well as lights in the student center. GED Tests Expiration: In one year the GED test will undergo changes. If the five-part test sections are not completed before 2014, then those students will have to start all over with the test. Harrisburg Unit #3 Building Laboratory Project: The SIC Carpentry Program will be working with Harrisburg School District on a building project negotiated from discussion with the middle school personnel and Mr. Rolen. We had a good meeting with Bill Ghent and Superintendent Smith to discuss an intergovernmental agreement. We share the same legal firm. Dennis Weedman is working on this agreement. Veterans/POW Flag: A POW flag was donated to SIC some time ago. I have asked Emily Henson to provide the flag and I would get it displayed in the PDR alongside our US flag. We also need to purchase a state flag and an SIC flag for the PDR as well. I will ask marketing and media services to produce an acceptable flag for the school. Budget News: My main budgetary observation is with the FY 15 budget for multiple reasons: the state tax increase expires mid-year resulting in loss of significant revenue for the state (unless it is extended somehow), the pension shift will most likely occur this year (pending legislation), our Title III grant expires, our Trio grant is to be resubmitted for request for renewal, etc. We could expect a drop in EAV due to the tornado as well. We need to be thinking, in particular, 24 months out to prepare for those factors. We have been told to expect another reduction in state funding next year. CCs have asked for flat, and the range that was given to us was: 0-5%-10%. SIC is cash flowing effectively at present, and that is positive news considering the latest payment information at 1/3 of the year realized. Update: We just received FY12
Equalization on November 29, 2012. Expenses as of 1/3 realized (end of October) are mostly on target. We continue to limit expenses and encourage frugality. We have experienced a 40% cut to community colleges since 2000 (inflation and growth in system). Underfunding comparison: 2002: $313 million for 5.9 million c.h. 2013: $287 million for 7 million c.h. (less money for more work). At present, state average is $46.15 UNDER what it should be. What does that mean for SIC? At 40,000 credit hours, for instance, we should have another $1.9 million revenue from the state. Upcoming Joint Meetings: CEO/CAO/CSSO: January 31/February 1. CEO/CFO/HR(PAYROLL/SURS): February 8 Springfield (NEW—pension, costs, healthcare) 6% Cap: I have asked cabinet, HR and payroll to continue to monitor the 6% cap closely (FT and PT). There was much discussion at the presidents’ council meeting about this. Open Meetings Act: RSNLT presented an interesting discussion on the OMA at the ICCTA meeting in Chicago in November. SIC does a good job with compliance to the act. Much of the discussion centered around recent rulings that required the submission of messages from personal cell phones and personal computers that dealt with official business. ICCB Reports: SIC is about the same as it was with report submissions last year. We are working to improve our submission timeliness, a recommendation from the ICCB in our last recertification visit. We do have the opportunity to provide feedback to ICCB about changing due dates for some reporting. However, this is a long and cumbersome process. Distinguished Alumnus: The committee has selected a recipient and contact will soon be made with a public announcement of the nominee. Additionally, for next year, I have asked Dr. Keating to add a few more veterans on the committee to ensure that we obtain a broad range of nominations from the history of the organization (50 plus years). I have asked Dean Flannery to help monitor the same with the athletic hall of fame nomination. MAP Task Force: The findings and recommendations from the presidents’ council include the following: There will be no new dollars for MAP next year. Any and all changes will be through the rules in the program and now require new legislation. There will be winners and losers in the process. Legislators do not want any unintended consequences. Changes must help the state meet completion goals (60% of working citizens (ages 25-64) with a credential by 2025). Minimize exposure of growing student debt. Community colleges hope that the rules be changed so that community college students receive $65 million to serve students. Currently we receive $45 million for students due to late registrants. The Institute on Research for Higher Education report titled, A Story of Decline: Performance and Policy in Illinois Higher Education, we find some lofty challenges: To reach the completion agenda (41-60% working adults with credential by 2020), Illinois must increase its production of degrees by 5.4% annually. The economic downturn has brought large cuts to higher education for many years in a row. Despite tax increases, fiscal challenges are unlikely to end soon. Forest Service MOS Program: The Forest Service is going to run the MOS program the same as they do the other programs at the center. Since the USFS is not an accredited degree and certificate granting entity, the courses will not be for credit. This is unfortunate for the student and has been communicated to the USFS by SIC. Fantasy Auction: The Fantasy Auction went well with modest increases over last year’s gross income. Approximately 200 attended the event. Title III funds provided by the College’s grant will double the income through the endowment portion of the grant that we wrote into the proposal. Gross income was about 60K. Net revenue is not available at present. Pension Reform: This is a significant topic for the lame duck session. Given expected reform measures, current members will have to choose between two major retirement paths (irrevocable election): Two Choices: Tier II COLA (3% or ½ CPI whichever is less) and receive health insurance benefits. COLA delayed for five years or until age 67
(whichever is greater), OR  Keep current COLA (3% compounding annually); COLA will be limited to the salary at the time of the election (future salary increases are not pensionable); no health insurance. Tier II Alterations: new options added—Cash Balance Plan option with an additional agreement of an employee teaching age 59 1/2 for cash out, and a five-year vesting period for qualification to participate. Pension Cost Shift to Employers: Costs will gradually be shifted from state to actual employers. State will pay all of the unfunded liability or “legacy costs.” CCs will NOT be able to access new funds through real estate taxes for pensions. 100% of the cost of new employees hired after July 1, 2013 is shifted to employers. New hires after that date could have significant impact. FY 15 is year the phase in will actually take place (July 1, 2014). One concern discussed at presidents’ council is the unfunded accrued liability: if we pay 1/2% payroll, and if that doesn’t cover “normal cost” of pension, we pay more. Illinois CC Presidents’ Council: Aside from many of the issues addressed above, I am pleased to report that I have been added to the legislative relations committee. This committee tracks and organizes lobbying efforts concerning state legislation. Eight members sit on this committee, including co-chairs Jack Becherer (Rock Valley) Georgia Costello (SWIC). The committee examines issues of federal legislation and works with ACCT on such issues as needed. This committee works closely with ICCTA Legislative Committee and ICCTA lobbyists. The committee also is responsible for organizing special efforts regarding community college legislative relations, such as the annual ICCTA Lobby Day. Chevron Energy Solutions: I will present packets of information from Chevron initiatives concerning campus energy solutions. Dr. Barbre and I met with Chevron representative Sharon Uslan. I have met with campus facilities employees and we are weighing the options. Fund Balance Policy: I will bring to the board a revised fund balance policy in January. It has gone through substantial revision and will now be sent to legal. I will bring this back as a first reading as the previous draft has gone through multiple revisions per ongoing feedback and research. SICCM: I will update the board on a recent SICCM meeting held just prior to the board meeting. One subject I plan to introduce to SICCM is the fund balance policy as SICCM has a projected fund balance longer than most if not all member institutions. Suggested fund balance projections for regional colleges (policy or practice without policy) includes 120 days, 35% from E and O/M budgets, etc. Rule of thumb is about 4-6 months out. Possible suggestions I will make will be the temporary waiver of the program assessment (approx. $350K per year) for member colleges. Social Host Law: A new Social Host Law takes effect on January 1 2013 and “declares that private residences may not be used for alcohol consumption by underage drinkers, and that if the owner of a residence knowingly permits such consumption, he or she is guilty of a Class A misdemeanor. The owner is liable if anybody underage consumes alcohol there and is later stopped by law-enforcement officers.” Some believe the law could affect institutions with dorms/apartments. RLM Consulting: Bob Mees, retired president of JALC, met with local presidents to offer his consulting services. I have included his handout for board review and discussion. ICCB Personnel: Resignations and retirements in the ICCB will make the organization much different in the coming months. Advising: A national study National Academic Advising Association (NACADA) reports that US colleges average one advisor for every 367 students last year, down from the low of 282 in 2003. Audit and C.U.: Our annual audit will be presented to the board in January. This is later than normal chiefly due to the late taxes from Saline County. Additionally, we expect the audit to list the Foundation to be a discrete component unit to us. This is not as integrated as a blended component unit classification, but moves us away from the non-reporting status we’ve had in the past. This change in audit is based on Kemper’s quality control interpretation of GASB
statements, circa 2002. Revisions to the GASB statement is up soon and changes may be made. This reporting is based on definitional arguments of entitlement, access, and significance. SIC will respond to the contrary in our management response to the audit, noting objections to the definitional interpretations. Attached is a handout from NACOBU, a national accounting organization that objected to GASB changes to reporting component units. Probable ramifications: increased monitoring of Foundation fiscal matters since they are now in our audit and affect us. For example, SIC will have a qualified audit this year since the Foundation does not have its past two audits completed. Qualified audits typically require engagement with the Feds. NACOBU concerns deal with a variety of scenarios given strong or less strong foundations. Given this expected auditing outcome, SIC’s Business Office must help in this process to ensure positive college audits and correct information to lenders who will see the discrete listing as a new addition to SIC’s audit. Discussion may take place in January when the audit is presented. Archery Intercollegiate Championship (USCA): We have been approached to be a regional host for next year’s archery championship tournament. Up to nearly 70 competitors would be here to compete. I have meet with Dean Flannery and Coach Blair about this possibility, and we have been assured this would not cost SIC any new funds minus fees paid to the host. The competition would last 2 days and require 2-3 nights of lodging. This would take place most likely in April. I told Mr. Blair to proceed. Enrollment Comparison: Cohort Comparison Fall 2012: SIC: 2,087 (3rd of 5), SCC: 2,070, SRC: 1,883, JWC: 2,172, CSC: 2,460. Other Colleges in Region: JALC: 7,437, RLC: 3,815, WVC: 4,706. Certified Hours for SIC minus DOC and dual credit have grown since 2007 (34,756). The highest number of hours was in 2010 (37,366). We are relatively flat in comparison to last year (26,798 in 2011 and 36,478 in 2010). Dual credit, chiefly due to the dual credit quality act, has been reduced by about 38% since 2007 (4,168 : 6,698). We expect modest gains at the end of this year in dual credit hours. Future of College Enrollment: SIC’s enrollment as with other colleges in the region and even state may experience declines due to multiple reasons. Obviously, the southern part of the state is losing population. Additionally, the population of 18-year-olds is dropping. The slowly improving economy may be pulling from enrollments as well. Pell Grants are now limited to a total of six years rather than the former nine years. This 1/3 reduction could lead to a reduction of returning students and increase attrition. Tuition increases could also lead to fewer students in college, particularly higher priced universities. SIC has the fifth lowest tuition in the state. Finally, the rate of return on a college degree may not prove as valuable as it once was. On a positive note, however, two-year degrees and certificates may be more valuable than a four-year degree according to DCEO reports on the job growth for middle-skill jobs. ReLEAFing Project: We have worked with Mantracon to secure additional grant funding to engage in a releafing project on campus, a campus-wide green initiative to add more trees and greenery since we lost much in the storm. Our insurance did not cover wind-damaged vegetation, so this opportunity will allow us to engage most of the phase I master landscape plan (with some variation) created in 1993 under President Abell. Stephanie Brown, Dixon Springs Employee and SIC Graduate, was also very helpful in this project along with Mr. Ellis and his Mantracon work crew. Job Benefits Study: Recent study shows that benefits are increasing higher than wages. Employer-paid benefits accounted for a record 19.7% of worker compensation last year in the US (Bureau of Economic Analysis). The trend was to halt wage hikes and provide benefit coverage. BEA shows that benefits have grown at 2 ½ times the rate of wages in the past decade. Vandalism: We have engaged a series of vandalism such as a spilled 5 gallon container of roofing adhesive on the parking lot and breaking into our water tower entrance. We have taken proactive steps.
Additionally we’ve worked with law enforcement regarding complaints we’ve received from parents and concerned citizens about student behavior in the neighboring apartments, including shooting a paintball at a Mantracon worker on the east end of campus. The paintball episode came from a student apartment on the east side of the complex. Dean Flannery and security are investigating. We also halted use of water from our tower following a weekend vandalism on the lock. We worked with the EPA on protocol to follow. Statistics Worth Reading: 41% to 60% - IL mandates this increase of adults with higher ed credential by 2020. $1,000 - IL spends this amount less on a college student than in 2000. 81% - Number of adults who think college is a good investment (2008) 57% - Number of adults who think college is a good investment (2012) 8% - Unemployment in US. 4% - Unemployment in US with post-secondary education (12% for HS) 7% - Average annual increase of cost of a 4-year college. $42,300 - Average savings of going to SIC for 2 years before 2 years at regional university in IL. $32,748 - Average savings of going to SIC for 2 years before 2 years at a major research university in IL. $22,975 - Average college debt when graduating a major research university in IL. $34,000 - Combined household income in SIC’s district. Mine Closure: We established contact with state and federal legislative offices to discuss the closure and services SIC could provide. We will be hosting an event together with the Department of Commerce and Economic Opportunity and other entities here on SIC’s campus on December 12 and 13 at 9 am and 1 pm each day. Dr. Keating, Karen Weiss, Lori Cox, and I met to discuss this meeting along with Chad Flannery and Angela Wilson. Our team worked quickly and efficiently to provide SIC’s assistance due to this difficult news. Cabinet will engage final preparations on December 5. Direct Fiscal Impact of Mine Closure on SIC: The Equalization impact could be around $150,000-170,000. As for Corporate Property Replacement Tax, we should not be affected much. This is based on an aggregate of a large area south of Springfield and then portioned to each community college district according to a tax percentage. We cannot easily project the impact on the local tax levy. The long-term impact of lowered property value could have an impact from population loss and bankruptcies. This will not be a tragic loss of direct revenue but time will tell. We are charging the maximum tax rates for Education and Operations and cannot increase the rate without a referendum.

Dr. Keating reported the following: We finally received word that the Golconda Job Corps Medical Office Support program bid process had been cancelled. The U.S. Forest Service, who operates the Golconda Center, decided that they would operate the program themselves, as they do the other programs there, rather than contract the program out to a third party. Therefore, we will not be providing this program to the Golconda Job Corps. Our Office Assistant program will end December 31. We will continue to provide the computer skills classes, as well as the employability skills courses. We offered our services if, at any future time, another instructional program opportunity should become available. I attended the IGEN year two administrative meeting in Chicago on October 25. I also plan to attend the Curriculum Development Workshop at John A. Logan College on November 29. We continue to make good progress with the curriculum development in preparation for loading the courses on NTER, the Department of Labor’s open source platform for the courses developed through this grant. We also participate in the monthly IGEN “town hall” meetings where we have the opportunity to communicate with the other colleges around the state that are also partners in the grant. We will also be involving Robbie Lindhorst, one of our diesel technology instructors, in industry training on a biofuels trainer at Carl Sandburg College. The IGEN grant will pay for his travel and participation in the grant. There might be potential involvement with our diesel technology program in the biodiesel portion of the curriculum in
the future. On November 19, we hosted visitors from Mid-Continent University who viewed our distance learning room, observed a distance learning class in process, and met with key faculty to inform them about bachelor’s degree programs available to our students on SIC’s campus. They will soon be adding an option for a degree in psychology and counseling. We hope to provide their bachelor’s degree programs to both SIC students and Shawnee College students using the distance learning technology. The Pathways Quality Initiative Team membership has been determined as follows: Dr. Dana Keating, Chairperson and Liaison to the President – all instructional areas and student affairs; Chad Flannery, Co-Chair – all student services areas; Karen Weiss – retention project and CTE programs; Ralph Boots – CTE faculty and programs; Gina Sirach – developmental restructuring and baccalaureate programs; Matt Lees – baccalaureate faculty and programs; Tyler Billman – advising, registration, retention, completion; Kyla Burford – recruiting and admissions. The project will be the development of a comprehensive enrollment management plan. We will formalize the proposal for submission to the Higher Learning Commission next fall. Upon receiving their approval, we will immediately begin work on the project. The non-instructional units’ operational plans are nearing completion. A meeting will be held with all of the plan facilitators prior to the end of the fall semester to review these plans. We hope to have them ready to present to the Board at the January meeting. A Strategic Planning Process and Procedures Manual is also being prepared as a resource for future use. The Professional Development and Planning Committee is sponsoring a door decorating contest during the holidays. There will also be a holiday college-wide social event on December 11 over the lunch hour. Winners of the contest will be announced at that event. I continue to be a member of the Peabody Leaders in Education Selection Committee this year. We meet via conference calls each month to select winners from the region.

Tim Walker reported the following: Additional FY 2012 Audit Comments – As the final audit completion date is extended due to uncontrollable delays in Saline County tax information, we are finishing the last touches on the college’s Management, Decision and Analysis (MD&A) report that is submitted as our part of the independent audit. Banking Service RFP – We are moving forward with the Banking Service RFP work with the objective of making the public release following Board review and approval at the January 2013 BOT meeting. College Phone System Update – After much work by a cross-departmental phone committee, the IT Department and the Business Office we are in the final stage of preparing a recommendation for replacement of the current phone system. The new system will feature advancements in system platforms and programs, increased use of broadband connectivity recently made available to the main campus and Carmi, integration of satellite locations into main campus system, elimination of maintenance contract, reduction in multiple third party phone charges and vast improvement of reliability and sustainability of phone and fax communication. A formal presentation will be made at the January 2013 BOT meeting along with the request for approval to award and proceed. The final switch over date and time will be not at the first opportunity following approval. Storm Damage Update – Lakeside Roofing is scheduled to begin the final stage of the ABC roofing repair/replacement project on Monday, November 26, 2012. This will complete the all roof work associated with the February tornado. We are still in the process of wrapping up sign work and the installation of scoreboards on both ball fields. We hope to complete both by year end. The underwriter has approved replacement of approximately one half of the F Building roof damaged during a recent wind storm. The repairs will additionally require the removal and reinstallation of the lighting grounding field on that portion of the roof. Lakeside was awarded
the roof repair work and Donco will provide the electrical portion. Work on a small section of upper level curtains is yet to be completed. At this time it appears the college MAY have experienced a lighting strike the destroyed the coils of the main compressor of the chilling unit for Buildings E&F. It is still under investigation. The cost currently stands at approximately $33K. Mantracon Debris Removal Project – This project will be completed the week of November 26th. The outstanding results are readily seen at the northeast corner of the campus. We are grateful for the improvement to both safety and esthetics. Great job Mr. Ellis and crew. Patio Replacement Project – As anyone is how able to see, the patio work is in full swing at this time. Electrical conduit has been placed and the concrete work may be completed the week on November 26th, depending upon weather conditions. We have started early discussions with student representatives regarding the possibility of a fund raising campaign for the construction of a new fountain. Initial proposals feature the idea of creating “Memorial Bricks” to be placed on the four sides of a pyramid style fountain. Discussions will continue with student government, Foundation, facility and staff, environmental committee and administration prior to making any formal recommendations. Gymnasium Project (Second Phrase) – We are making the final selection of floor graphics prior to the release of the RFP for replacement of the North Bleachers and the gym floor. The goal is to have the project ready for completion during the summer of 2013. Bookstore Committee Update – Several project evaluations are underway it this area. The committee has recently reviewed an opportunity to initiate a book rental pilot program to “test the waters” in this developing area of text management. The project would feature selection of one program that has a relatively high number of books and run a Fall and Spring pilot of text rentals. There has also been some early work done toward evaluating new programs that feature Open Educational Resources (OER) material. Akademos, a national text book management company, is making a pitch to Illinois Community Colleges to pool into a “pilot library” of four OER texts and several SIC groups have listened to the proposal. Everyone realizes there would be much discussion needed to seriously consider this opportunity. The book store has the need for computer upgrades whether in conjunction with new projects or simply continued service with our present vendor Missouri Book Store. We will be providing updates on this need during the first quarter of 2013. MJOCSC – The Center completed a very successful fund raising campaign during November. The team brought in over $1,600 which is targeted to assist with upgrading cribs to meet new regulatory compliance. This group continues “to go the extra mile” to support their mission. New Unit Cost Formula - Last month SIC submitted financial information for unit cost calculations based on presently suggested changes by the ICCB and Unit Cost Study steering committee. We are awaiting results for the institution as well as the entire community college system of the state. Closing out Phase One of Roof Repair – On January 11th we will be meeting with contractors to finalize the major roof repair project conducted during the Fall Semester. A brief update will be presented at the Board meeting including total square footage of new roof on Building A and B and the final cost of the project. Phase Two – Gymnasium Replacement of Original Bleachers and Floor – On January 12th SIC and the Capital Development will hold the “Orientation” meeting to kick off Phase Two of gymnasium project. The Architect and Engineer for the project will be Image Architect of Marion, Illinois. Image was also the A&E for Phase One. As of this date and time the award for the Phase One has not been released by the CDB. No other work for Phase One is required of SIC at this time. Construction Grant Update MJOCCS – On December 16th the Capital Development Board provided the following information regarding the grant awarding process; “The review process is anticipated to take 60-90 days. The governor’s office will make the final
determination as to when grants will be awarded. We have been told this will be some time in 2012.” Tax Levy Information Delivered to all County Clerks – As required by the Illinois Community College Act, all tax levy information was delivered to the County Clerks of District #533 on time. The deliveries were made personally by the staff of the Business Office. Grant received from the Illinois Public Risk Fund (Insurance Company) – We are extremely pleased to have received an $11,700 grant for safety improvement at the college. This is almost double the amount that has ever been received in past years. Among other initiatives, this will allow SIC to make the necessary changes to our portable radio equipment to meet the new requirements for frequency changes that go into effect in 2013. Parking and Traffic Committee starts “Falcon Spot” – The parking and traffic committee has initiated a program that features a “special” parking spot for “students who have gone out of their way to make Southeastern Illinois College and surrounding communities a better place.” Nominations will be received from the faculty and staff and the recognition will be granted monthly.

Karen Weiss reported the following: Title III Grant Update: We are in the process of searching for a Title III Technical Administrative Assistant, upon the recent resignation of Kelli Lewis. Application deadline for the position opening is November 27, and it is our intent to bring a candidate recommendation to the December Board meeting. We have also postponed the search temporarily for the Title III Criminal Justice Online Developer position until Spring of 2013 (March-April). We have begun work on Year 2 Annual Performance Report (APR) which will be due in early January, 2013. Perkins Grant: The first quarterly report for the FY13 Perkins Grant was submitted prior to the deadline of November 14, 2012. Innovation Grant: We are using the grant monies this year to develop an early alert retention process to be piloted with CTE faculty. Brian Surprenant is overseeing the project, and working with IT to develop an online form for use by faculty and to generate retention reports to be used for use with the early alert program. CTE Notes: SIC is now a CompTIA Authorized Academy Partner. This partnership provides SIC with additional curriculum options and discounted vouchers for SIC wishing to become certified in several IT related areas. Additionally, Scott Reed has begun working with Emily Henson, Coordinator of Veterans’ Services, to evaluate the CompTIA Troops to Tech Careers Program. The Shotgun Team won the Division II Sporting and trap events at the SCTP Southeast Regional Championship at the Tennessee Clay Target Complex in Nashville, TN over the weekend of November 2 – 4, 2012. The team also took 2nd in the American Skeet event winning the Division II HOA award. The team was composed of Matt Perkins, Cory Stamper, Ethan Hastie, Preston Crandall, Jesse Patterson, Ben Wallace and Austin LeBaron. The Illinois Petroleum Resources Board (ILPRB) held a train-the-trainer science workshop on-campus on Saturday, November 3rd for 21 middle school teachers from surrounding school districts. The Fall 2012 Business Advisory Council meeting was held on Thursday, November 15th with approximately 60 business/industry representatives, high school faculty and SIC faculty and staff in attendance. The business advisory council is held twice a year, and is co-sponsored with Ohio Wabash Valley Regional Vocational System (OWVRVS). We are in the process of developing a new Oil and Gas Technician certificate program. The curriculum is currently in the development stage, and we have asked industry experts to review. So far, we have received positive feedback from industry experts and have received sample curriculum from Zane State College in Zanesville, OH. Recruitment Notes: Heidi has been updating the Applied Technology web pages for the College’s website. Heidi completed recruitment visits to Norris City, Pope County, Carrier Mills, Union County, and Mt. Vernon
(IN) high schools. She also attended a “Back to School” event at Pope County elementary school for parents. Heidi attended a SEIGROW recruitment event at Hamilton Memorial Hospital in McLeansboro, IL on November 28th. Heidi presented at the GED “Keys to Success” luncheon on November 1st. Heidi assisted with preparations for the Fall Business Advisory meeting on November 15th. She has coordinated several on-campus tours for potential students. Dean Weiss shared the following important dates for upcoming events: December 3 – Section 25 FFA Computer Competition at SIC (G120); December 7 – 2012 Applied Tech Spotlight Day; December 11 – Workforce Investment Board (WIB) meeting at SIC (G120).

Chad Flannery reported the following: A “Meet the Falcons” pep rally was held on October 10. The 2012-2013 SIC Basketball teams and cheerleaders were presented and a preview scrimmage game was held. On October 17, a luncheon was held in the PDR for Southeastern’s competitive teams. Members of Theta Sigma Phi, chaperoned by co-sponsors Alan Kimball and Kellye Whitler, attended a production of “Rent” on October 18, as a “Learning on Location” club activity. On October 19, a cookout was held for the 2012-2013 Student Government members. Registration for the 2013 spring semester began on October 22, 2012. A Student Government Candidate Forum, featuring local elections, was held on October 23. A TRiO/Student Support Services Study Skills II workshop was offered to program participants on October 23. Phi Theta Kappa sponsored a Red Cross Blood Drive on October 24. The Forensic Falcons took first place at their first tournament of the season. The Harris- Hahn Fright Fest competition took place on October 25-October 26 in East Peoria, IL. The TRiO/SSS program offered a USI campus visit on October 26, for interested program participants. On October 28, the Cultural Arts Series sponsored a coffee concert where Lee Murdock presented a musical journey through the Great Lakes entitled “Ghost Ships and Lighthouse Legends.” The SIC Cheer Club held a fundraiser during the month of October, selling “Celebrating Home” products. The Cosmetology Club held a “Passionately Pink” fundraiser during October in conjunction with the Breast Cancer Awareness campaign. October 18-21, SIC’s Archery Team competed in the U.S. Intercollegiate Archery Championships which were held at the University of Missouri, Columbia, Missouri. Several Shotgun Team shooters participated in the NSCA National Championship the weekend of October 27, in San Antonio, TX. One SIC shooter placed third in the main event and another SIC shooter placed eighth in the main event. SIC’s Michael Falco placed second in the 28 gauge competition and also took the 28 gauge National Champion title. He also placed AA fourth in the Krieghoff cup. Theta Sigma Phi held a Halloween Face Painting fundraiser on October 31, and also volunteered their face painting skills to the morning and afternoon classes in the Child Study Center. The SIC Shoot Team attended the SCTP Southeast Championship on November 2, 2012, at the Tennessee Clay Target Complex, in Nashville, IL. SIC’s team won the Division II Sporting and Traps events and took second in the American Skeet event, winning the Division II HOA award. A TRiO/SSS Transfer workshop was offered to program participants on November 7. A Veteran’s sponsored Chili Cook Off was held on November 7th with all proceeds donated to the Eldorado VFW. SIC’s annual ICE Fair and Transfer Day was held on November 8, 2012. Jason Fitzgerald presented a Science workshop on November 9, for TRiO/SSS program participants. On November 9, Southeastern Illinois College held a Veteran’s Recognition Ceremony to honor those who have served. Kellye Whitler, Student Government Sponsor, and Courtney Bunting, SIC’s 2012-2013 Student Trustee, attended the ISAC Student Trustee meeting November 8 – November 10, 2012, in Chicago, IL. Emily Henson, Financial Aid Director, Casey Rose, SIC’s Veteran’s student
worker, and Danielle Kizziar, Student Services Support Specialist, visited the Veteran’s Office at Western Kentucky Technical Community College on November 13. Phi Theta Kappa held their formal induction ceremony on November 13, 2012, with twelve new officers and members inducted. Chad Flannery and Dr. Dana Keating attended the November 14 ICCCSSO Conference at Rock Valley College, Rockford, IL. On November 16, TRiO/SSS program participants and chaperones travelled to SIU Edwardsville for a campus visit. They also toured the Cahokia Mounds, the City Museum in St. Louis, Missouri, as well as shopping at the Galleria Mall and dining at the Cheesecake Factory. The TRiO/SSS program held a Stress Management workshop for their program participants on November 27. Below is a brief summary of a new proposal for MAP from the ISAC MAP Task Force. This information was provided by Dr. John Avendano, President of Kankakee Community College. We will continue to monitor this situation as it has great significance to our students. It has been proposed to have a MAP suspension date of March 1st (or Mid-March-- pending the results of the various scenarios) for all new and continuing students applying for MAP Dollars through the FAFSA process. For the March suspension date up to 70% of the total dollars available for MAP would be distributed to eligible MAP recipients. This would be approximately $260 million MAP dollars to be distributed. These monies will be distributed to the neediest first, i.e., 0 EFC, up to the 70% of the allocation threshold. (What is key is to get our continuing students into the queue early in the application process. This should be relatively easy since they are already on our respective campuses. We just need to make sure we are communicating effectively with current financial aid recipients) Then, there will be a second suspension date of July 15 for all new or independent students. This date was selected to allow for 2-3 weeks of processing at ISAC so students would know what they are eligible for prior to the start of the semester. Also, this date would allow a longer timeframe for those unfamiliar with the process to become more aware of financial aid available. The remaining 30% of the appropriated MAP dollars (Approximately $111 Million) would be distributed to all new and independent students who again are the neediest of the needy, i.e., 0 EFC, until the money runs out. (What is key is who is eligible for the second suspension date – Only new students and independent students will be eligible for this date. Current or continuing students will have missed the opportunity here) A question that has been raised – What happens to those NOT awarded money from the first suspension date? They will be carried over to the second suspension date if they are a new or independent student. As mentioned before many times, there will be winners and losers in the process. This proposal tries to attack the issue of suspension dates and available money without overtly trying to favor one sector over another. In most if not all current scenarios, community colleges appear to come out on top.

Gina Sirach reported the following: Academic Highlights - Nursing & Allied Health: Amy Murphy and Brenda Knight attended the annual Nurse Educator’s Conference at USI. The keynote speaker was Barbara Brandt, Pharmacy faculty and Associate VP for Education at University of Minnesota. There was a discussion regarding the emphasis from Washington regarding Interprofessional Education to improve health care costs and patient outcomes. They also attended break-out sessions on simulation, ethics and cultural competence, and student perception of NCLEX preparation. Karen McConnell, Robin Russell, and Gina Sirach attended a conference entitled” Anger, Anxiety & Hypertension on November 9 in Evansville IN. The workshop was presented by Dr. Mary Obrien. Current evidenced based practice guidelines were presented on topics of treatment of anxiety and hypertension. Current
trends in nursing care were also discussed. Faculty will utilize information to enhance theory/lecture in the PN curriculum. BSN in 10: Information was received from the President of the ICCB Deans and Directors regarding the formal position of the group. Correspondence was sent to university nursing representatives who are promoting legislation requiring nurses to obtain a BSN within 10 years of graduation. The statement provided by the ICCB Deans and Directors emphasizes that we support articulation, instead of legislation as the means to promote educational advancement for nursing. The Nursing Department held the first Continuing Education offering on November 28. Leslie Curry MSN, APRN, FNP-BC presented at the conference entitled Nursing GEMS: Geriatrics, Evaluation of respiratory illness across the lifespan, Medications, and Summary of wound care techniques. The conference provided 7 CEUs for current LPNs and RNs in the community. Current students were also in attendance. The department plans to host one conference each semester to assist in meeting CEU needs of practicing nurses in the area. Cosmetology: The SIC Cosmetology advanced students participated in the IACS (Illinois Association of Cosmetology Schools) state student competition at Tinley Park, IL, on Nov. 11, 2012. We had 2 teams and 1 individual entry. This is the first Cosmetology team to ever compete in a state competition from SIC. There were over 300 competitors at the competition. SIC took 1st place in the 80’s retro category (120 competitors in this category) we also had a team entry in “Color extreme” and an individual entry in “Long hair styling.” Cosmetology students hosted a “Spa Day” at the Foundation Building on Saturday, December 1. Students provided hair, nail, and skin services. The proceeds were donated to the Look Good Feel Better Campaign sponsored by the American Cancer Society. Social Science Cathryn Jones, Psychology Instructor attended The Association for Behavior Analysis, International Theory and Philosophy conference in Santa Fe, New Mexico from November 2nd through November 4th. The focus of the conference was on key foundational questions for a science of behavior. Sessions were structured around themes, and each session featured two prominent invited speakers who presented antithetical positions on the theme. Closing each session was a discussant who offered critical appraisal of each position and fostered dialogue among both speakers and attendees. Themes of the sessions included the scientific study of private experience (e.g., thinking, feeling, imagining, etc.), logical and scientific verbal behavior, the role of values in guiding a technology of behavioral change, and the role of quantitative models of behavior for furthering the science of behavior. Humanities: Allan Kimball received the 2012 Award of Excellence in Secondary School Theatre from the Illinois Theatre Association.

Ms. Bunting, student trustee, reported on the following: Thanked the Board for the opportunity to attend the ISAC student trustees meeting in Chicago. She said the meeting was informational and she gained a lot from the experience. The Student Ambassadors worked the ICE/Transfer Fair on November 8, Fantasy Auction on November 17, Madrigal Feaste November 30-December 2 and sponsored “Shop with a Cop” fundraiser that raised $75 on December 4 & 5. The Cosmetology Club had a 1st place finish (Gold) at the 2012 Illinois Association of Cosmetology School (IACS) student competition in Chicago in November. The Nursing Club 4C’s Fundraiser is still ongoing. Phi Theta Kappa held their Fall Induction Ceremony on November 13 and Founders Day Informational Booth the second week of November. The Shotgun Team was Division 11 Regional champs at the 2012 Scholastic Clay Target Program’s (SCTP) Southeast Regional Championship in Nashville, TN in November. The Speech Team took first place in their season opener in Peoria November 2, 2012. Student Government co-
hosted a game tournament with Math & Science on November 9. Madrigal Feaste was held on November 30 – December 2, 2012 and was well attended with over 250 in attendance. On Sunday, December 9, 2012 the Community Chorus will present “A Christmas Season” at 2 p.m. in the theatre.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Mr. Morgan to approve the consent agenda which included the October 16, 2012 regular and closed session minutes, the treasurer’s report, and bills in the amount of $3,721,601.50, including $665,099.19 in payroll. On roll call, the following members voted:

Aye

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

Nay

All members voted aye. Motion carried.

**Action Items**

**Retiree Policy Addendum**

A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees approve an addendum to the retiree policy that the Board approved in September to allow retirees the issuance of an employee parking permit (rather than a student parking permit as is currently the process) and to waive the $5.00 parking permit fee to retirees who request a permit.

All members voted aye. Motion carried.

**Approve 2013 Board Meeting Dates and Times**

A motion was made by Mr. Morgan to approve the 2013 board meeting schedule as discussed and seconded by Ms. Lane that the Board of Trustees approve the following 2013 board meeting dates: January 22, February 19, March 19, April 16, May 2, July 9, August 20, September 17, October 15, and December 10. The meeting times will begin at 6:00 pm.

All members voted aye. Motion carried.

**Budget Transfer Requests**
A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve the following budget line item transfer requests: $60 from business class field trip to $60 consumable instructional equipment; $400 from dean for student services consumable furniture and equipment, $500 from other supplies/misc., $500 from enrollment services office supplies, $1000 from enrollment services in-state travel to $2400 performing arts consumable service equipment; $13,233 from occupational skills consumable instructional equipment to $13,233 to instructional equipment; $5,134 from early childhood block grant SURS employer’s cost to $500 other contractual, $1,234 class and lab supplies, $1,400 travel in-state, $1,000 field trip transportation, $1,000 parent coordinator/PT academic support staff; $700 from academic services job-related travel to $700 staff development conference and meeting expense; $400 from community education class and lab supplies and $200 from community services class and lab supplies to $600 adult and continuing education classified ads.

All members voted aye. Motion carried.

Personal Trainer Fee Request

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the establishment of a $249.00 fee for Personal Trainer (PTR) 115. This fee will cover the cost of the American Council on Exercise Capstone (ACE) certification exam and increase employability for students upon course completion in a variety of settings.

All members voted aye. Motion carried.

Approve Welding Instructional Lab Exhaust System Contract

A motion was made by Mr. Allen and seconded by Mr. Ellis that the Board of Trustees approve a contract to install an exhaust system for the welding instructional lab in W Building to Quality Sheet Metals, LLC of Carbondale, Illinois in the amount of $32,979.00. The project will feature demolition of the old exhaust system, installation of a new system owned by the college, provision of all additional fittings and required electrical connections. The project will be funded by Bond 2010A proceeds.

All members voted aye. Motion carried.

Approve Installation of Air Handler and Condensing Unit Contract

A motion was made by Dr. Barbre and seconded by Ms. Lane that the Board of Trustees approve a contract to install a Trane 20 ton air handler and condensing unit in W Building to HSG Mechanical Contractors, Inc. of Carterville, Illinois in the amount of $38,651.00. The project will feature installation of a Trane 20 ton air handler and condensing unit provided by the college, the routing of all supply ducts, provision of a concrete pad for the unit and the installation of all power and control wiring for the unit. The project will be funded by Bond 2010A proceeds.

All members voted aye. Motion carried.
Certificate of Tax Levy (tabled until later in the meeting)

Mr. Walker, vice president for administration and business affairs, presented the 2012 tax levy payable in 2013, to the Board. A Truth in Taxation public hearing was not required because the 2.37% total tax extension does not exceed legal limits that would require a public hearing. Mr. Walker distributed detailed tax documents to the Board for their review. It was noted that one of the documents had inaccurate numbers. A motion was made by Mr. Allen and seconded by Ms. Lane to table the certificate of tax levy until later in the meeting, giving Mr. Walker an opportunity to correct some of the information that was presented.

Curriculum Committee

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve the following curriculum recommendations:

Curriculum Guide Revision to Outdoor Recreation: move ENG 121 to the spring semester of the first year, move GIS 111 to the Fall semester of the first year, move HYG 113 to the Fall semester of the second year, and move an OUTR elective to the Spring semester of the second year. These changes are being requested because GIS 111 and HYG 113 are traditionally taught during the fall semester.

Curriculum Guide Revision - Biology, Chemistry, Pre-Med, Pre-Pharmacy, Physics, Pre-Engineering (for BioEngineer majors), add the following courses to the curriculum guides as elective credit courses: BTC 121, BTC 221, BTC 241, and BTC 242.

Course Description Change: PHYS 222 General Physics II-5/4/2 the current course description topics include: Electricity and magnetism charge; electric field and potential; resistance, capacitance and inductance; RCL circuits; laws of Gauss, Ampere and Faraday; and magnetic properties; heat and fluids, laws of thermodynamics, ideal gases, thermal properties, Kinetic theory of gases and fluid mechanics. Selected topics from options: electromagnetic waves; Maxwell’s equations; optics; wave motion and sound; and modern physics. The proposed course description topics include: electricity and magnetism (charge; electric field and potential; current, resistance, capacitance, dielectrics and inductance; electromotive force; direct current circuits, alternating current circuits, RLC circuits, laws of Gauss, Ampere and Faraday; and magnetic properties, Maxwell’s equations; electromagnetic waves; optics, interference, diffraction. Laboratory required.

A pre-requisite change to PHYS 224 Modern Physics-5/4/2 from PHYS 221 General Physics I, PHYS 222 General Physics II, and MATH 222 Calculus & Analytic Geometry III to PHYS 221 General Physics I, MATH 222 Calculus & Analytic Geometry III, and previous or concurrent enrollment in PHYS 222.

(New Course) BTC 241 Immunology for Biotechnology-3/3/0 provides students with a comprehensive introduction to immunology, immunological applications and research, and the relationship between immunology and biotechnology. Topics include: Innate Immunity; B-cell

(New Course) BTC 242 Cell & Molecular Biology-3/3/0, a comprehensive introduction to cell biology and molecular techniques. Topics include: Protein Structure and Function; Genetics and Molecular Biology; Genomics; Biomembranes; Cell Communication; Cell Culturing and Visualization; Cell Growth and Development. Effective: February 1, 2013.

(Modify Course) TRUK 132 Heavy Equipment Operation & Safety-1/.5/1 Reassigned TRUK 132 to DSL 151 Heavy Equipment Operation & Safety. This course is taught by Diesel instructors and will align the course to the correct area of study. Effective: February 1, 2013.

Non-Action Items

Outdoor Recreation Presentation (King)

Dan King, Outdoor Recreation and Tourism Business Specialist, presented a report on SIC’s Outdoor Recreation program, including key segments of Marketing and Branding, Curriculum Development and Articulation, Recruiting Efforts, Experimental Field Site Partnering, Regional Partnering, and a website he developed, theotherillinois.org. Mr. King noted to further enrich the outdoor recreation program and to develop educational partnerships, he has been working with SIUC and their two outdoor recreation tracts, one in forestry and one in the COEHS, as well as many of their ancillary structures such as Base Camp and Touch of Nature. He reported he has received feedback from Western Illinois University who is very interested in working with SIC to develop a 2+2 program. Dr. York indicated he had been contacted by an IDNR representative who asked if there were any partnering opportunities where SIC may be able to lend assistance to IDNR on some much needed improvement projects. Dr. York asked if Mr. King would follow-up with IDNR to see if there would be anything that SIC could assist IDNR with. Mr. King said he would contact IDNR.

Completion/Retention Presentation (Sirach/Keating)

Gina Sirach, Chad Flannery and Dr. Dana Keating presented a report on retention and completion efforts, detailing several measures intended to foster cooperation and interaction with area high schools, modifying course offerings and requirements to students who are near “cut-off” scores in Math and English, developing a reporting system to more accurately measure and structure retention efforts, centering on a pilot program with CTE programs in the Spring semester, E-tutoring, and a comprehensive enrollment management plan.

Certificate of Tax Levy

At this time, Mr. Walker returned to the meeting with corrected tax levy information. Mr. Walker noted that the levy did not change from the 2.37% that he reported in his earlier presentation, nor did the calculated or the total operating amounts change. There was a change in the prior extension on the paper copy that was distributed. He said there were two undetected cell numbers carried over from the previous year’s tax levy that caused some errors within the
program, but all of the information from Mr. Walker’s verbal report remained the same. Following his updated tax report, a motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the Certificate of Tax Levy as presented.

All members voted aye. Motion carried.

Student Sponsored Tornado Memorial Plan

Dr. Rice reported that Student Government is initiating plans for a tornado memorial from the February 29 Leap Day tornado that ravaged the region. He noted the students want the memorial to be a lasting tribute to the community and to those whose lives were lost. Dr. Rice commented that this is a commendable project that the students have worked so hard to bring to fruition.

Correspondence

The following correspondence was shared with the Board:

- A letter received from Dr. Gene Kamp, expressing his appreciation for the thank-you ad SIC had run regarding Dr. Kamp’s induction into the Mt. Carmel Hall of Fame.

Closed Session

A motion was made by Mr. Allen and seconded by Mr. Ellis that the board enter into closed session at 8:05 p.m. A motion was made by Ms. Lane and seconded by Mr. Ellis that the board return to open session at 8:20 p.m.

Personnel

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

Resignation of Title III Technical Administrative Assistant

The board accepted the resignation of Kelli Lewis as Title III Technical/Administrative Assistant, effective November 16, 2012.

Employ Education Technology Specialist

The board approved the employment of Terry Lucas for the SICEA full-time tenure-track position of Educational Technology Specialist, effective January 2, 2013, for a salary of $35,583 which is BS+0, Step 2, on the SICEA salary schedule for 2012-13.

UMWA 2012-13 Contract

The board approved the 2012-13 UMWA Collective Bargaining Agreement for the classified secretarial staff, increasing salaries by 2.9 percent.
**Employ Adjunct Faculty**

The board also approved the employment of the following adjunct faculty for Spring 2013 and Summer 2013:

<table>
<thead>
<tr>
<th>Spring 2013</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahlfield, Clayton</td>
<td>FOS 112X/199X</td>
</tr>
<tr>
<td>Armstrong, Pam</td>
<td>BUS 133X</td>
</tr>
<tr>
<td>Aud, David</td>
<td>EMY 115</td>
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<tr>
<td>Bax, Mathys</td>
<td>PE 184X2/184X4</td>
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<tr>
<td>Behn, Amy</td>
<td>MT 212</td>
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<td>Blair, Brittain</td>
<td>PE 168 A</td>
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<tr>
<td>Boots, Renee</td>
<td>COS 170/171/172/173/174</td>
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<td>Bratcher, Amy</td>
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<tr>
<td>Buck, Clyde</td>
<td>HYG 121</td>
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<tr>
<td>Campbell, Jerod</td>
<td>CRJ 214 E</td>
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<tr>
<td>Carter, Ashlei</td>
<td>HLTH 150</td>
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<tr>
<td>Cleveland, Jan</td>
<td>CISV 116X/116X2</td>
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<td>Deal, Randy</td>
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<td>DeVous, Laura</td>
<td>NUR 153/195 O</td>
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<td>Dixon, Sandra</td>
<td>NUR 153 O</td>
</tr>
<tr>
<td>Duncan, Billy</td>
<td>CRJ 250 E</td>
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<td>Eversmann, Elizabeth</td>
<td>ADN 208 O</td>
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<td>Fortner, Stephanie</td>
<td>ART 121X/V 114X/V 114X2/280X/280X2</td>
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<td>Head, Kathy</td>
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<td>Hill, Ross</td>
<td>HYG 121</td>
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<tr>
<td>Hubele, Rachelle</td>
<td>MATH 144/144X</td>
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<td>Huggins, Robin</td>
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<tr>
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<td>ENGY 151 O/211 O</td>
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<td>MATH 144 E/144 A</td>
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<tr>
<td>Nevitt, Rebecca</td>
<td>PTR 115 E</td>
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<tr>
<td>Parish, Rachel</td>
<td>READ 106 O/106 A/108 O</td>
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<td>Pavelonis, Maritta</td>
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Pietsch, Charles          DRA 135 E/136 E  
Popetz, George            WELD 111 E–192 E/111 K–192 K  
Renda, Hillary            THTR 141 A/142 A  
Rudolph, Charles          ENG 122X  
Sanders, Carla            ENG 105 O/105 A  
Shires, Angela            BUSM 257 O, NUR 231 O  
Snodgrass, Roger          OUTR 213 E  
Spivey, Beverly           NUR 190/198/199/170 Lab/171 Clinical  
Sullivan, Debbie          ADN 276/277  
Surprenant, Brian         PE 169/189  
Taylor, Kreig             CRJ 211 E  
Terry, Lezlie             MT 112/113/114/212  
Usery, Ashley             CNA 131X  
Visagaratnam, Nishanth    SOC 121 DE/XE/121 O2  
Wang, Chih-Fang           CIS 118A/256 A/257 A  
Warren, Sue               HYG 121 O  
Williams, Barbara         COSN 111/112/113/114  
Williams, Jane P.         BUSM 136/279 O/195 O  
Young, Carla              CIS 119X  

**Summer 2013**          **Course**  
Boots, Renee              COS 176  
Dixon, Sandra             NUR 153  
Dunning, Stephanie        COS 176  
Eversmann, Elizabeth      HYG 121  
Knight, Brenda            CNA 131  
Korte, Rhea               COS 176  
Linz, Jeffrey             PHIL 122 O  
Pavelonis, Maritta        NUR 178  
Pietsch, Charles          DRA 134 E  
Spivey, Beverly           NUR 211  
Terry, Lezlie             MT 210/211/213  
Totten, James             HYG 113  
Williams, Barbara         COS 176/270  
Williams, Jane            NUR 195  

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre that the meeting adjourn. The meeting adjourned at 8:24 p.m.