The Southeastern Illinois College Board of Trustees held its regular meeting on Wednesday, May 23, 2012, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Chuck Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Shawna Browning, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, Brian Surprenant, Dr. Dana Keating, Chad Flannery, Gina Sirach, Tricia Johnson, Robert Wilson, Lori Cox, Courtney Bunting, Karen Weiss and Barbara Potter.

Dr. York recognized Dr. Mila Maring-Sims, biology instructor, as the Spotlight Employee. Dr. Rice noted that Dr. Maring-Sims has served Southeastern for eighteen years and commended her for her commitment to students and for her many contributions to Southeastern including being voted as 2011 Faculty of the Year by her peers.

Dr. York welcomed guests and allowed a time for comments from the audience. Mr. Robert Wilson, audience member, asked the Board of Trustees to be allowed to address the Board. He thanked the Board for entertaining his presence. Mr. Wilson commended Mr. Tim Walker, Vice President of Administration and Business Affairs, on his comments during a recent TIF meeting and said he appreciated Mr. Walker asking knowledgeable, intelligent questions on the matter at the Town Hall meeting. Mr. Wilson commented that the purpose for him being at the board meeting was that he had received a call from Mrs. Tricia Johnson, Executive Foundation Director, on December 27, 2011, who informed him that a community member wanted to donate property to the Southeastern Illinois College Foundation. Mr. Wilson said he told Mrs. Johnson that he would call the individual to discuss the transaction and that the challenge for accepting the gift on such short notice was the timeframe as the donation was an end of year donation.

Mr. Wilson said after speaking with the individual, he learned that the gift would be given with no restrictions and that the Foundation would not be required to pay anything. Since the gift was property, Mr. Wilson informed the donor that an environmental survey would need to be conducted. Mr. Wilson noted that the property had the potential of being worth $225,000 and Mr. Wilson told the donor the Foundation would accept the property, but if there was an environmental challenge after the assessment had been done, the Foundation would have the option to return the property to the donor and have the right of refusal. Mr. Wilson said after the conversation with the donor, he then called Mrs. Johnson and told her it would be okay for the Foundation to accept the property. He told Mrs. Johnson that there was no need at this time to inform others of the donation until all the preliminary work, such as the completion of the environmental study, because it would more likely to cause more questions than answers at this time.

Mr. Wilson reported that on February 23, 2012, the Foundation was provided with a clean environmental assessment. He went on to remark that he hoped that Mrs. Johnson was not made
to suffer from his advice to accept the property and he challenged the Board of Trustees to develop an end of year gift protocol policy that would address future issues such as this one, that if a donor wanted to make an end of year donation and there was no time to contact multiple people to see if the property should be accepted, what the protocol would be. He thanked the Board for allowing him to tell them how the property came to be accepted and why others were not involved in the process.

Reports

Dr. Barbre reported that the ICCTA Board of Representatives took the following actions at its May 1, 2012, meeting at the President Abraham Lincoln Hotel in Springfield, Illinois:

• Previewed ICCTA’s May 2 Lobby Day agenda where trustees will ask state legislators to:
  Support Governor Quinn’s Fiscal Year 2013 budget request, which recommends level funding for community colleges; Phase in any pension reform that results in cost-shifting from the state of Illinois to local community college districts; Protect the College Insurance Program for community college retirees; Distributed ICCTA’s “65/12" stickers, which illustrate that community colleges serve 65% of the students in Illinois higher education but receive only 12% of the state’s higher education funding; Adopted the ICCTA Finance Committee’s proposed FY 2013 budget, which includes no dues increase; Received the ICCTA Nominating Committee’s proposed slate of officers for 2012-2013; Were updated on ICCTA’s June 1-2 annual convention in Normal, which will feature a seminar on demographics, a “Newer Trustees” Orientation, an awards luncheon with guest speaker Lt. Gov. Sheila Simon, the ICCTA President’s Reception, and the annual awards banquet; Heard reports from the Illinois Presidents Council, the Illinois Community College Board, the Illinois Student Assistance Commission, and the Association of Community College Trustees; Were invited to a reception hosted by the City Colleges of Chicago immediately following the ICCTA board meeting; and, thanked Morton College for hosting ICCTA’s annual Professional Administrative Conference on April 25-27.

Dr. Rice reported on the following budget information as of May 1, 2012: There are talks of 4-6% outright cuts to community colleges in spite of the governor’s promise of a flat budget request. A 6% cut to SIC would equate to about 2.7% of SIC’s operating revenue assuming constant tuition and property taxes, which are unlikely to remain level or increase due to declining population and property assessment post-tornado. Given the funding formula change an additional loss for smaller colleges is probable. None of this factors in a pension reform cost shift which will, in all likelihood, occur during the lame duck session despite the governor’s call to complete the plan this summer. Other special area grants may also be cut. He noted that the major variables with approximate possible impact to SIC: if the state budget reduced payments to community colleges by 6% the impact to SIC would result in a decrease of 2.7% of the operating budget which would equal $290K; Funding Formula Changes reduction would equal $70K; 3% tuition (expected downward trend from FY 10 high) would equal several thousand dollars; Property Tax would remain flat at best; Pension Reform if 12% was shifted to the employer the contribution that SIC would pay would be over $800K, and a 2% employer contribution would be around $140K, all of which would be negative impacts to SIC’s budget. He reported that SIC’s budget hearings are taking place this month and that we are a bit behind as we try to determine the direction of the state. We do not expect any large single increases. In other news, Dr. Rice spoke at the IYC in-service on Monday, April 30th, where he informed the group about
state payments and projections. He attended WIA CEO training and he attended the regularly scheduled Connect SI meeting this month where information was given on DRA grants and other related items, and that he will soon attend the last FY 12 regular meeting with SICCM this year, and that enrollment numbers were better this year in SICCM programs than in some years past. He reported that on Monday, April 30, SIC hosted the recognition day ceremony in the VPAC. He reported on several other college events. He reminded the Board that the Southeastern Illinois College Foundation Quarterly meeting will be held in Carmi on May 24th at 6:00 pm at the home of Mayor David Port.

Mrs. Cox reported that through the Workforce Small Business Development Center there were seven new businesses created in the past year with fifty-nine jobs created, and $2,227,600 in loans administered. She reported that the CPR courses were continuing to see growth with overall profit for July 2011 through April 2012 being over $122,000. She reported on several small business success stories and the Digital Divide grant continues to have progress. She noted the Digital Divide program is vital to southern Illinois and the community has responded well and shows continuing signs of interest. She commented that she will be restructuring some areas of the program to ensure that all age groups have adequate access to the program. She reported that the GED testing guidelines will become effective FY13 and changes are being incorporated now to meet the new requirements to the curriculum. She reported there were fifteen students officially enrolled in the Early School Leaver Transition Program and ready to be placed on job site training in the fall. She reported that the 2011 Heritage Festival had been very successful with 119 vendors making it one of the largest Heritage Festival events in recent years and that Mrs. Hearn, Heritage Festival Coordinator, was gearing up for a successful 2012 event. She noted that 79 vendors had already committed and that thus far, only $3.19 in expenditures had been made.

Dr. Keating reported on the following: The Board is being provided with a draft of the 2012-2017 Strategic Plan for review. All major initiatives and their sub-goals have been reviewed and approved by the Strategic Planning Committee. The Instructional Operational Plan is now being developed, and should be finalized over the summer months. The remaining operational plans will be developed early in the fall 2012 semester. Additionally, the 2006 – 2012 plan is being brought to conclusion with final reporting in process. The final document will be completed during the summer months. The Bridging the Gap Local Alignment Meeting held on SIC’s campus on April 26th was well attended, with five of our district’s high schools sending representatives. We partnered with Shawnee College for the event, with 17 SCC staff and their district’s teachers attending, as well. Also participating were representatives from SIU-C. Comments and evaluations were positive. Work on curriculum alignment will be an ongoing process over the next several months. On June 12 and 13, I will be attending the Chief Academic Offices state-wide summer retreat at Rend Lake. Gina Sirach will attend with me as a part of her transition to the dean’s position. Work will soon begin to transition SIC to the new Pathways accreditation process. This summer will be spent in planning how to best transition SIC into this new process. I assisted in presenting the Peabody Educator’s Award on May 3 to Steve Nelson, Eldorado Middle School Principal. Serving on this committee this past year has been a great experience and has provided me opportunity to develop relationships with Peabody Energy, as well as meet area educators who have received these awards. I will be attending the IGEN summer retreat in Bloomington on June 25. We continue to move forward with the grant
Second quarter reports have just been submitted, with another complete status report due on May 15.

Dean Surprenant said he wanted to take this opportunity to express his appreciation to Dr. Rice and the Board for the opportunity to serve as the Dean of Academic Services and for his entire career at SIC. He noted this will be his last report to the Board of Trustees and it has been a privilege to serve the Board and the College. The Board extended a round of applause to Mr. Surprenant for his service and wished him a happy retirement. Mr. Surprenant finished his report with the following: Nine students and two instructors, (Jason Fitzgerald and Aaron Poole) from the Math & Science Club participated in storm debris clean-up on the cross-country trail on Friday, April 27. Mr. Jason Fitzgerald, Math and Science Division Chair, provided the following information regarding adjuncts teaching math courses: Math classes staffed by adjuncts over the course of the fall, spring and summer semesters: 34.62% of the math classes staffed by adjuncts are developmental classes, 46.15% of the math classes staffed by adjuncts are baccalaureate transfer courses and 19.23% of the math classes staffed by adjuncts are CTE classes (occupational math). Kim Martin attended the 37th Annual Illinois Mathematics Association of Community Colleges Conference on March 29 - 31. Dr. Mila Maring-Sims attended the Annual Missouri Society for Respiratory Care conference at Lake of Ozarks, Missouri. Dr. Diane King attended the Illinois Association for the Education of Young Children – Children’s Champion Awards on May 1 at the Governor’s Mansion in Springfield. Brian Surprenant attended the spring IAI Criminal Justice Major Panel meeting on April 25 at ICCB in Springfield. He noted this was his last meeting and he took Gina as a guest. She was able to observe the operation of the panel and how courses are reviewed, approved, and rejected. Most importantly, he was able to introduce Gina to the ICCB staff responsible for the processing of curriculum submissions. He attended lobby days in Springfield with Dr. Rice, Dr. Barbre, and Jim Ellis on May 1 - 2.

Vice President Walker reported on the following: On April 23, 2012 the college received an advanced check from SIC’s property coverage underwriter, Cincinnati Insurance, Co. in the amount of $459,664.74. He said to be brief, he would list the specific expenses that were not covered by this payment. This list contains projects for which we are currently gathering information and should not be construed as being contested by either party at this time. There is nothing to indicate we will not be paid in full.

Insurance work in progress on May 1, 2012:
- Installation cost for softball and baseball field new scoreboards;
- Architect drawing up plans for baseball press box for bidding;
- Bids to build baseball field press box;
- Replacement cost for three sets of ball field bleachers;
- Two batting cages;
- One turtle batting cage;
- Trash containers for ball fields;
- Installation cost for new flagpole;
- Second bid to check price on A,B and C “PIB” roof repairs and metal roof repairs;
- Repair of above-ground water hydrant and water fountains at ball fields;
- Repair of tractor trailer roof and entry doors;
- Hauling off of ball field fence debris;
- Replacement of various trees (insured to some degree);
Downed tree removal north parking lot east timberline (talking with state. Not insured);
Small amount of emergency roof and glass repairs;
Various trash containers on campus;
Minor repairs to parking lot (less than 100 square feet);
Note: Underwriter agreed to replace 100% of the EPDM roof on E Building instead of 2/3 as originally planned. *Total storm damage repair estimate remains at roughly $1.1M at this time.*

Mr. Walker went on to report budget hearings started May 1, 2012. The current mission is to complete the academic department entries before graduation. Clarification of state revenue positions remains the most critical element of the FY 2013 budget building process. We are in the final process of selection of blue and gold colors for bleachers and the format for the “SIC” letters that will be spelled out evenly. There has been no Illinois Early Childhood Grant for MJOCCS selections made at this time. We are slightly past due to receive this information. Although the storm has caused a delay in the start of this project, we plan to roll out the Financial Services Banking RFP the second week of May. Negotiations are ongoing with AFSCME and Laborers International Union of North America.

Dean Weiss reported on the following:  Kelly Alongi, Karla Lewis, and Debbie Suh will be attending a U of I Faculty Summer Institute, focusing on online learning, coming up this month. We will start the process of recruiting for a Criminal Justice (CRJ) Online Developer/Faculty member this month, and will be posting the position locally, regionally and nationally. The projected start date for the CRJ Online Developer is October 1, 2012. We are currently working on our FY12 Perkins self-monitoring report. It is due to our ICCB Liaison by May 15th, and he will follow-up with a site visit scheduled later in June. FY13 Perkins applications are due by May 25, 2012. We did receive notification from ICCB of our Perkins allocations for FY13. Our total allocation for FY13 is $114,444, down approximately $3,800 from FY12. Work continues on securing a semi-truck through the grant. We have several leads on trucks from various vendors in the area, including Marion, Mt. Vernon and Carmi. We recently received notification that SIC has once again been awarded $4,000 in grant funds from Fabick/CAT. This money is used for scholarship awards for students majoring in Diesel Technology-Heavy Equipment. We will be recruiting for a CTE Liaison and Transition Coordinator to replace Lori Blumenstock, who resigned effective April 20. The goal to have someone in place by the start of the Fall 2012 semester. American Coal and KRI mines scheduled for fire training for several dates in May.

Dean Flannery reported on the following: SIC held New Student Orientations and registration for area high school seniors, April 13, April 17, April 19 and April 20, with a total of 188 students attending. The SSS/TRiO Program took their program participants on a cultural excursion to Nashville, TN, touring The Hermitage, the Country Music Hall of Fame, and the aquarium, on April 21. On April 22, the Cultural Arts Series presented the bluegrass group, Harpeth Rising, with approximately 75 people attending the concert. The annual TRiO/SSS Honors Luncheon was held on April 25th, with 23 program participants honored at the luncheon. Special Education Visit Days, an effort to reach out to senior special education students, occurred during the weeks of April16-April 27, for staff in Enrollment and Student Services. Tyler Billman, ADA Coordinator/Advisor, led in the organization with in-district special education teachers to facilitate senior students coming to campus for a morning session of learning about the differences between high school and college, including presentations on admissions, financial
aid, TRiO Student Support Services, advisement, the Student Success Center, and ended the visit with a campus tour. The tour also included an extensive visit to the CTE building to learn about those programs and meet faculty members in these areas specifically. Gallatin County and Harrisburg special education seniors and teachers, as well as the transition coordinators from Wabash and Ohio Valley Special Education District (WOVSED) have visited thus far. Sarah Adams, Emily Henson, Lolita Mack, Angela O’Hara, Joni Pulliam, Ed Rose, and Karen Weiss assisted with the event. The SIC Art Gallery hosted the annual Intercollegiate Art Exhibition with Shawnee College, April 26 through May 4, with 75 pieces of artwork on display. An opening reception was held on April 28, prior to the Theater department’s spring musical, *Once Upon a Mattress*. The Theater department presented a production of the play “Once Upon a Mattress” April 27-April 29, 2012. A recognition reception was held on May 1, honoring the SIC Forensic Falcons. The Forensic Falcons earned third place honors in individual events and fourth place overall at the 2012 Phi Rho Pi National Tournament in Schaumburg, IL. The Southeastern Illinois College Choir held their annual spring concert on May 6th. The Theta Sigma Phi Theatre Club held the annual Falcon Follies Talent Show on May 7, 2012. Money raised at the event will go towards the club’s travel as well as fund their participation in the Illinois Theatre Festival and workshops, and also fund productions presented at local schools. May 15-May 17, the Math and Science Club traveled to Eminence, MO, to hike, visit various springs and historic sites and view local flora and fauna. They also went to the St. Louis Zoo to view various animal species. The annual “Grill’n, Thrill’n and Chill’n” Student Activities cook out was held on May 2, 2012. The annual SIC Honors Night program was held on May 3, 2012. SIC’s 50th annual commencement was held on May 11, 2012.

Student Trustee Shawna Browning reported on the following: Welcomed new 2012-13 student trustee Courtney Bunting. She also reported that MIG students would be touring Washington, D.C. and the theatre students would be attending some theatrical productions in New York City.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Mr. Hearn to approve the April 19, 2012 regular and closed session minutes, destroy the tapes of August 2010 closed session, to approve the treasurer’s report, and the April 2012 bills in the amount of $972,620.34 which included $662,857.08 in payroll. On roll call, the following members voted:

<table>
<thead>
<tr>
<th>Aye</th>
<th>Nay</th>
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<tbody>
<tr>
<td>Ms. Lane</td>
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<td>Mr. Allen</td>
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<td>Mr. Hearn</td>
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<td>Mr. Ellis</td>
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<td>Mr. Morgan</td>
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<td>Dr. Barbre</td>
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<td>Dr. York</td>
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<tr>
<td>Ms. Browning (advisory vote)</td>
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**Action Items**
**Budget Transfers**

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the following budget transfers: IGEN grant $5000 from class and lab supplies to travel; Humanities $1400 from class lab supplies to out of state field trip; Humanities $1000 consumable instruction to out of state field trip; Academic Services $125, $150, $135 from time and material repair, reference materials, consumable equipment respectively to job related travel; Student Success Center $250, $250, $104 from in-state travel, consumable instructional equipment, office supplies respectively to other contractual; Athletics (Director) $225 from job related travel to institutional membership; Athletics (basketball) $1000 from athletic officials to job related travel; Applied Technology $9113 from dual credit contract fee to other contractual ($880) and instructional equipment ($8233); Business Office $6000 from retiree health insurance to postage; Computer Information Systems $209 from consumable instructional equipment to class and lab supplies; Media Services $4437 from repairs to office equipment ($720), publications ($997), instructional equipment ($2720); Environmental Services $2500 from roof repair to consumable service equipment.

All members voted aye. Motion carried.

**Donation of Equipment**

A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve the following donation of equipment to Carmi High School: 9 sets of welding supplies (hoods, jackets and gloves, chipping hammer, flint lighter, helmet bags, wire brush), 4 torches, 1 chop saw, 8 arc welders, 2 miller MIG welders, 3 4” hand grinders, for a total value of $3,940.

All members voted aye. Motion carried.

**Curriculum Committee**

A motion was made by Dr. Barbre and seconded by Ms. Lane that the Board of Trustees approve the following recommendations of the curriculum committee: ADN 291 (new course) Selected Topics in Nursing I, effective August 1, 2012; ADN 292 (new course) Selected Topics in Nursing II, effective August 1, 2012; ADN 293 (new course) Selected Topics in Nursing III, effective August 1, 2012; Web Development (curriculum revision), effective August 1, 2012.

All members voted aye. Motion carried.

**Chargeback Request**

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees approve a chargeback request received from Robert Tanner to enroll in the Electrical Distribution Systems curriculum at Frontier Community College during the 2012 summer semester and the 2012-13 academic year.

All members voted aye. Motion carried.
Non-Action Items

Board Policy 5027 Assignment and Transfer – Revision – First Reading

Board policy 5027 Assignment and Transfer was presented to the Board of Trustees for a first reading. Both the current policy and the proposed revised policy (additions in red font) are below:

Current Policy

Assignment and Transfer 5027

The administration shall assign employees to positions commensurate with the needs of the college and based on the abilities and skills of the employee.

Should an employee wish to be promoted or transferred, such desire should be presented in writing to the appropriate Vice-President or Dean.

Proposed New Policy

Assignment and Transfer 5027

The administration shall assign employees to positions commensurate with the needs of the college and based on the abilities and skills of the employee, except for cabinet level appointments which must be board approved prior to appointment.

Should an employee wish to be promoted or transferred, such desire should be presented in writing to the appropriate Vice-President or Dean.

Board Policy (New) Credit Hour Definition – First Reading

Due to new regulations adopted by the Department of Education regarding an eligible institution’s awarding of academic credit for Title IV federal financial aid purposes, the Higher Learning Commission adopted Policy no. 3.10(a) – Assignment of Credit Hours to coincide with the Department of Education’s new mandate. Therefore, HLC also now requires that institutions have a policy indicating how credit hours are awarded. The following policy was presented as a first reading:

Credit Hour Definition Policy

Southeastern Illinois College will follow the Administrative Rules of the Illinois Community College Board in allocating credit hours to courses. The ICCB rules meet federal compliance requirements. ICCB Administrative Rule Section 1501.309 Course Classifications and Applicability states:

Course Credit Hour Determination
1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

2) Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

3) Courses in which students participate in laboratory/clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

4) Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

**Strategic Plan Update**

In the 2011 spring semester, Southeastern Illinois College began the strategic planning cycle to develop the next Strategic Plan for 2012-2017. A sub-committee of faculty, staff and administration assessed the previous planning process and document format. This sub-committee recommended slight changes in both the goal of making the process more efficient and effective, and improving the document format for greater clarity. The recommendations were accepted by the larger Strategic Planning Committee, with work beginning with the start of the fall 2011 semester.

The changes were presented to the Board as a non-action report by Dr. Keating, Vice President for Academic and Student Affairs.

**Closed Session**

A motion was made by Ms. Lane and seconded by Dr. Barbre to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisitions of property, and (9) student discipline, and (11) litigation. The board went into closed session at 7:20 p.m. On roll call, the following members voted:

**Aye**

Ms. Lane  
Mr. Allen  
Mr. Hearn  
Mr. Ellis  
Mr. Morgan
A motion was made by Ms. Lane and seconded by Mr. Hearn to reconvene into open session at 7:35 p.m.

**Personnel**

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

**Retirement - Counselor**

Accepted the retirement of Mrs. Marilyn Ellis, Counselor, effective June 30, 2012.

**Retirement – LPN Instructor**

Accepted the retirement of Mrs. Maritta Pavelonis, Licensed Practical Nurse Instructor, effective June 29, 2012.

**Resignation – Athletic and Fitness Center Coordinator**

Accepted the resignation of Dominic (Nico) Gregali, Athletic and Fitness Center Coordinator/Baseball Coach, effective May 11, 2012.

**Transfer/Reassign Events Facilitator to Admissions Specialist**

Approved the reassignment of Mrs. DeeDee Droit from Events Facilitator to Admissions Specialist.

**Employ Full-time Custodian**

Approved the employment of Mr. Gary Conley as a full-time custodian effective May 20, 2012, per the Laborers bargaining agreement of $8.45 per hour.

**Employ Full-time Tenure-track English Instructor**

Approved the employment of Mrs. Jennifer Billman as the full-time, tenure-track, English Instructor. Mrs. Billman will be placed on the SICEA salary schedule at MS+24, Step 5, for a beginning salary of $44,423 effective August 16, 2012.

**Appoint Part-time Coordinator of Alumni Services**

Appointed Archie Blair as the ICCB Coordinator of Alumni Services, a non-paid position.
Employment of Adjunct Faculty

Approved the following listing of adjunct faculty:

### Spring 2012

<table>
<thead>
<tr>
<th>Name</th>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>Sarah Ellis</td>
<td>Child Study Center Pre-K substitute</td>
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### Summer 2012

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<tr>
<td>Trent Mason</td>
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<td>Brittany Beard</td>
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<td>Jaci Murphy</td>
<td>CSC Summer Help</td>
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<td>Michael Shear</td>
<td>CSC Summer Help</td>
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<td>Charles Pietsch</td>
<td>ENG 115, ENG 131, ENGY 151</td>
<td>Previously Approved</td>
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<tr>
<td>Jennifer Billman</td>
<td>ENG 105, ENG 121</td>
<td>Previously Approved</td>
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<tr>
<td>Hannah Naas</td>
<td>THTR 280 A</td>
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<tr>
<td>Abdallah Talafha</td>
<td>MATH 141A</td>
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<tr>
<td>Wang, Xiuquan</td>
<td>MATH 225 A</td>
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### Fall 2012

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<tr>
<td>Renee Boots</td>
<td>COS 170, 171, 173</td>
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<tr>
<td>Penny Barton</td>
<td>PSYC 131 DE/XE</td>
<td>New</td>
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All members voted aye. Motion carried.

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 7:36 p.m.