The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, September 18, 2012, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Charles Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Courtney Bunting, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, Dr. Dana Keating, Chad Flannery, Gina Sirach, Jennifer Roehm, Dan Holt, David Pistorius, Karen Weiss and Barbara Potter.

Dr. York welcomed guests and asked if there were any comments from the public or audience. There were no comments.

Dr. Rice highlighted that the proposed FY2013 budget that was being presented to the Board was a balanced budget and he commended budget officers on their dedication and hard work that went into the budget preparation. Mr. Walker distributed the final budget to the Board and noted that the only differences between the tentative budget presented at the August board meeting and the final legal budget was that the software program copied over cells from last year into this year and the copied cells were corrected in the final legal budget. Mr. Walker distributed a handout that he described as a simplified version of the budget book and that the current operating funds showed an increase of $74,380.50 in the fund balance.

A motion was then made by Mr. Ellis and seconded by Mr. Hearn instructing the secretary to file record of the proceedings. All members voted aye. Motion carried.

A motion was then made by Mr. Morgan and seconded by Dr. Barbre to adjourn the public hearing. The public hearing adjourned at 6:10 p.m.
The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, September 18, 2012, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Charles Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Courtney Bunting, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, Dr. Dana Keating, Chad Flannery, Gina Sirach, Jennifer Roehm, Dan Holt, David Pistorius, Karen Weiss and Barbara Potter.

Dr. York recognized Mr. Dan Holt, business instructor, as the Spotlight Employee. Dr. Rice noted that Mr. Holt had served Southeastern for twenty-four years in the capacity of adjunct instructor, full-time instructor, interim dean of instruction, and then returning to the classroom as a full-time instructor once again. Mr. Holt was thanked by the Board for his service, dedication and leadership to Southeastern Illinois College.

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

**Reports**

Dr. Barbre reported that the ICCTA Board of Representatives took the following actions at its September 15, 2012 meeting at the Crowne Plaza Hotel in Springfield, Illinois: Received a legislative update from pension expert Steve Zahn, who has been advising ICCTA during pension negotiations with the Illinois General Assembly. Zahn reviewed Senate Bill 1673, which would reform pension benefits and shift the employer's share of public employee pension costs to local community college districts; Learned that Governor Quinn had issued a proclamation declaring September 10-16 as Illinois Adult Education and Family Literacy Week; Were informed that ICCTA's November 9-10 meetings in Chicago will include an expanded Trustee Roundtable session as well as the annual Community College Legal and Legislative Update seminar; Previewed the October 10-13 Association of Community College Trustees' Leadership Congress in Boston. Jeff May (Joliet) is running for an at-large seat on the ACCT Board of Directors, and John Sanders (Logan) running for a seat as Central Region director. ICCTA will host an Illinois reception on Wednesday evening, October 10; Recognized the recipients of two ACCT Central Region honors: Trustee Leadership Award winner David Harby (Danville) and Equity Award winner Waubonsee Community College; Received the association's FY12 audit. Because of ICCTA's strong fiscal standing, it has not implemented a dues increase in 7 years; Learned that the ICCTA Awards Committee selected the nomination deadlines for the association's 2013 faculty, alumni, business, and student trustee honors; Thanked Chevron Energy Solutions for sponsoring ICCTA's well-received September 14 seminars on adult education and international studies; Adopted a resolution honoring James L. Ayers (Parkland) for his outstanding service as ICCTA's 2011-2012 president; Expressed interest in working the Illinois Community College Board to promote its "A Millions Reasons Why" public relations
campaign; Invited trustees to participate in the November 16 Leadership and Core Values Institute in Rockford; Received updates on the activities of ICCB, ACCT, and the Illinois Presidents Council; and Adopted a resolution honoring Highland Community College on its 50th anniversary.

SICEA representative, Jennifer Roehm, introduced herself as the SIC Spanish instructor, and said she was representing Diane King. She noted that at this time SICEA had nothing to report.

Dr. Rice, SIC President, reported SIC learned that the baseline for graduation was based on and included our correctional education graduates. The benchmark number for the Complete College America Goal would have been unrealistic as we no longer provide nearly that many adult education credentials. We have appealed to the ICCB for recalculation. We were informed that no other college has sought this exemption but the ICCB expected many more as a number of colleges have dropped DOC educational programming in the past 36 months; Received word from the DCEO that SIC was awarded a $40,000 capital improvement grant (unrestricted capital). I have directed these funds to go towards “shovel ready” projects in B & C Building renovations and upgrades once we submit the required survey for state submission. Mr. Walker and Mr. Fitzgerald have that survey at present as Mr. Fitzgerald had collected estimates for the variety of work in B & C-Buildings including the student center. The DCEO will administer the grant. Once we submit the survey form, DCEO will submit to us a formal Grant Agreement (contract). Once the Grant Agreement process is completed and all documents are in order, the payment process will begin. There is no set timeline for grant recipients to receive the funds; however, processing time is largely determined by the accuracy of the information contained in the survey response. The Department’s provision of this survey form does not serve as a guarantee of future funding availability; Submitted an IGEN grant for a green project for SIC in the amount of $5,000. This is part of a larger funding source to the state network. This grant centers around a wildflower project on the main campus that should fall within grant guidelines; Have begun the brown bag lunch series with employees on campus. My office will also again host the competitive teams’ barbeque on the patio on October 17, at 12:00 noon, the last major event on the old patio. All board members are invited if your schedule allows; Working on making sure SIC is in compliance with new law regarding SURS annuitants who return to a SURS institution to work. Two major variables must be met before penalties are assigned: length of work and percentage of annuitant’s year of highest creditable earnings. This is a topic for discussion among state educational officials. We have contacted SURS and they are in the process of creating a data base so that colleges can check on the highest rate, particularly for employees who have or are working at multiple SURS institutions; Cabinet held a retreat at the Carmi Center on September 13th. The agenda included engagement with Strategic Plan Initiative 6, NIMS exercise, HLC Pathways Update, and Leadership Training Discussion. We also toured Elastec afterwards; SIC participated in the Million Reasons Why march at the DuQuoin State Fair on August 24th. Many SIC students under the direction of Mr. Archie Blair, ICCB Alumni Liaison, and Ms. Angela Wilson, SIC Marketing Coordinator, along with myself, marched the parade route with three other colleges from southern Illinois. ICCB officials and the Lt. Governor were on hand; Dr. Keating and I attended the Peabody Educators Awards Ceremony at Evansville on the 25th of August. Area teachers and administrators from Eldorado and Gallatin County were recognized; SICCM met the first time for this academic year. Four new presidents join the table of seven (2 university, 5 community college); SIC will travel with
local officials to eastern Ohio to explore recent economic and educational development related to emerging energy trends; For some years now, we have opted not to use the unit cost reporting data in program review as it did not accurately reflect the many variables used in program review. We will pilot a new fiscal report in a current program review to replace the fiscal reporting that was not included for many years. Brian Surprenant will be assisting Gina Sirach on the Program Review Cycle and other projects, especially for a smooth fall transition. We will inform the board of the progress; The visit from our Federal Title auditor went very well. I want to commend staff in Title III and Title IV for their excellent work; The SICF Quarterly meeting took place at the end of August. Their audit is still in progress. I thanked the Foundation for the patio and high achiever scholarship initiatives. Most recently, this functional area has been temporarily reassigned for this year to be under the Vice-President for Business and Administration. This was done to expedite assistance with relevant subjects such as document revision as it pertains to component unit and our financial reporting, facilities and insurance, among other pressing topics. Alumni initiatives will be co-coordinated with my office to avoid duplication of efforts as my office area still engages the ICCB’s initiatives on alumni resources; We have been approached by a number of interested students about forming a cheerleading squad. We are working on details to meet their requests. I have assigned Dean Flannery to engage this project. The students will be self-supporting except for finding a sponsor who would teach the associated class; SIC will host a trivia night in September as a benefit of the American Heart Association. I serve on the regional committee with other regional educators and professionals. The committee is chaired by Dr. Rita Cheng. Barbara Potter and Gina Sirach have done the bulk of the work on campus in addition to Angela Wilson and other volunteers. Ponderosa in Harrisburg will donate 10% of its profits to the cause from 5-7 pm on September 20th. There will be celebrity waiters and waitresses working for tips to help the cause as well; My office is developing a new leadership program as part of an early jump on a strategic initiative we plan to include later this term. This program is tentatively geared for new (within five years) employees who are in leadership roles at SIC. This is a pilot program in production; We are currently working on a documented hiring process manual and master campus training manual as part of an early jump on a few more strategic planning initiatives; I will attend Presidents Retreat at the end of this week. Pension Reform will be a significant discussion; The annual Integrated Postsecondary Education Data System (IPEDS) data collection has begun. The completion of all IPEDS surveys in a timely and accurate manner is mandatory for all institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the Higher Education Act of 1965. Submitting IPEDS data accurately and on time is required by our Program Participation Agreement for Title IV federal student financial aid programs with the US Department of Education. In this way, our institution will avoid fines and other possible penalties for noncompliance with IPEDS reporting requirements. The Aspen Institute uses IPEDS data for its awards; We have been contacted by two Illinois colleges about how to set up an archery team. We have provided them with general information to help them begin the process; In addition to the new return to work law, we are also engaging the new Facebook law and Reporting of Child Abuse Training compliance; We anticipate movement from the legislature on pension reform post-election. There will most likely be enough votes from the majority party to pass the pension shift onto colleges in addition to other pension reforms; Dean Flannery provided the latest numbers (9/5/12) as presented on the next page on the 14th day of enrollment for each term. We are essentially flat on claimable hours and full-time enrollment. We do see an increase in headcount, but students seem to be taking
fewer hours. We expect continuing fluctuations in enrollments this fall based on late start classes, custom training, possible dual credit additions, capture and create initiatives, etc. Of course, the most important numbers are the mid-term reports as that reporting is what state reimbursements are based upon.

Dr. Keating, Vice President for Academic and Student Affairs, reported on the following: On August 22, 23, and 24, Dr. David Caffey was on campus to provide us with an external audit for both the SSS/TRIO program and the Title III grant (both Dept. of Education grants). After numerous interviews with administration and staff, and a thorough review of grant documentation, Dr. Caffey gave us an excellent report on the implementation of these two grants. The staff of both the TRIO and Title III grant programs should be congratulated on the great job they are doing; I am working with the Division Chairs on a new course scheduling coordination effort to make our spring and summer schedules as accommodating to student needs as possible. While we do a good job, there is some room for improvement. This will continue with each schedule development cycle on an on-going basis; The plans for the Mine Rescue and Skills Competition are in the final stages. Karen’s report provides many details of the competition, which is the first of its kind in Illinois. This will be a large campus event and we are very excited about the response we have had from regional mines, as well as the Department of Mines and Minerals; Renee Loesche will be giving a presentation on the IGEN program at the October 16th Eldorado Rotary Meeting. Assisting her will be Julie Strauss, our IGEN Regional Coordinator, who is housed at John A. Logan College. We have 10 students enrolled in our biofuels classes this fall, most of who have bachelors and masters degrees, and are professionals in the industry. The students are from several states, such as Texas, Kansas, and South Carolina. I also met with David Bartok recently concerning his interest in the IGEN grant and the biofuels program. We will explore options that might allow us to work with him and his business/research interests in the field. Also, I will be participating in a day-long webinar training day with IGEN grant leadership on September 25th; We will host another group from IYC on September 24th to learn more about enrolling in college. They were appreciative of our willingness to work with them on this project, and I have included a letter of thanks from Mr. Wallace at IYC for our participation in the project; I will be participating in a training webinar for the adult education program concerning building a new “bridge program”. Karen Weiss and Terry Lucas will also be participating; I will be hosting the kick-off meeting for the Peabody Leaders in Education program here at SIC on Sept. 13. The regional committee will be meeting here to begin the program’s activities for the 2012-2013 academic year; The Professional Planning and Development Committee will be meeting on Sept. 19 to plan activities for this academic year. Two new members – Cathryn Jones and Ashley Schultz - will join the committee this year to fill spots left as two members rotated off the committee this year. The first committee-sponsored event was held on September 5 as the fall mentor/mentee luncheon and assessment orientation session took place. A great potluck lunch was prepared by the committee, and then Allan Kimball, Gina Sirach and Karen Weiss presented an overview of SIC’s assessment process, and the role that each person plays in assessment; I have submitted an application to FEMA for SIC to be a host site for the L363 multi-Hazard Emergency Planning for Higher Education training. If successful, we would host a three-day training session in the early spring semester for regional institutions of higher education that elect to participate in the training; Lori Cox and I met with Ron Emery and Rebecca Myer of the Harrisburg Park District on Sept. 27th. The purpose of the meeting was to explore partnerships that would allow the College and the Park District to pool resources, personnel, market, etc. to benefit both entities, as
well as the residents of our districts. Many ideas were discussed, and options were narrowed down to a few to begin work on immediately. Mr. Emery was very positive about growing our relationship and working together to provide improved opportunities for our communities; We continue to pursue opportunities to work with our district’s high schools. A new pilot project will be put into place with Pope County High School to allow their senior English classes to learn to use SIC’s electronic library resources. We appreciate the assistance of Gary Jones in this endeavor and anticipate that it will provide a great opportunity for those high school students to access our library’s resources; At this time, we are still waiting to hear about a decision on the Golconda Job Corps MOS program bid. We were notified that there had been a delay in awarding the contract.

Mr. Walker, Vice President for Administration and Business Affairs, reported on the following:
The FY 2012 Annual Audit is underway and should be completed in 2-3 weeks barring any unforeseen issues. Please note that our financial reports for FY 12 will reflect a full accrual of remaining state disbursements that are currently owed but not paid. For the most part this is $1.52M for Base Operating and Equalization Grants and $206K for the work with the Department of Juvenile Justice; The tentative legal budget continues to be available for public review. The final budget will be presented to the Board of Trustees on September 18, 2012 at the public hearing; At this time we are working with our insurance adjuster on a case by case basis for approvals for completing our last repairs of storm damage. The following is a list of repairs that are still being conducted or waiting for materials:

- E and F Building Flagpole – Approved and paid. Installation in September.
- Sign Replacements – All expenses approved and paid. Installation August –September. Traffic signs in August. Should be completed in October.
- Replacement of trees – Still working on coverage and limit of liability. Fall project
- Ball Field Scoreboards – In storage on campus and will be installed by mid-October.
- Debris Clean Up North of Water Tower – MAN-TRA-CON is providing a clean-up of the wooded area that runs immediately north from the campus water tower. The project includes removal of damaged and fallen timber throughout the area and clean-up of drainage areas that are impeded by flood debris.
- North Parking Lot Lighting – We are waiting on arrival of new heads for the main light poles. They should be here anytime.
- Roof Repairs for A, B and C Buildings – Work on C Building has been completed. Work on Buildings A and B is underway and should be complete in 4-6 weeks.
- North Lot Marquee – We are still evaluating options for an electronic sign. The low bidder is providing us with the location of an existing installation of the sign we are considering.

We have received word that we were not selected as a finalist to receive the early childhood capital development grant. There was approximately ten times the amount of funds requested that were available in the grant; A&E is presently working on flooring options to help get the project within budget while providing flooring under the north bleacher section and installation of the south bleachers will be complete by September 10, 2012; We presently plan to restart the RFP process once the FY 2012 Audit work is complete; We have appropriately $4,600 in IGEN
grant funds that we are earmarking for an initiative to reduce our carbon footprint by managing the total acreage mowed at the main campus. In a nutshell, equipment will be purchased for our compact tractor that will allow us to work with community groups to plant wild flower areas similar to those seen on interstate interchanges. The planting plan will be provided for administrative approval prior to the start of the project; We have completed the replacement of 21 mobile radios used for facility maintenance, security and emergency operations. The replacement was initiated due to the age of the equipment and new regulations regarding the frequency used by the college; On August 31, 2012 the college received verification of acceptance of our “corrective actions and time frames” plan for work on the sanitation lagoon area; The contractor for patio concrete work will be available to start final work in mid-October. Demolition will start once the final design and project pricing has been completed.

Dean Weiss reported on the following: We have interviewed one candidate for the Title III Criminal Justice Online Developer position as of this date. Originally we had 13 applicants for the position. We narrowed the applicants down to eight (8) to interview. Two of the applicants withdrew their names early on when they found out that they would have to relocate for the position. Three applicants withdrew their names due to personal circumstances, one applicant accepted another position prior to his interview, and one applicant did not show up for the interview. Therefore, since we were not successful in finding a suitable applicant for the position, we will re-post and re-advertise the position; The external evaluator was on-site for a scheduled visit August 24 – 25. Overall, the evaluation went well, and we have received positive remarks. Dr. Caffey, our evaluator, met with several faculty and staff members over the day and a half visit, and will be sending his final report within the next few weeks; The FY12 final report is due October 15, 2012. I will be working with the Business Office to complete the financial report, and submit the report prior to the due date. Things are off to a good start with the grant. Each of the program areas have been notified of their funding for the year, and we have several of our faculty utilizing funds for professional development opportunities; Mine Rescue Skills Competition - Plans are being finalized for the upcoming Mine Rescue Skills Competition which is set for Friday, September 21st. We have a total of six (6) teams competing, with five (5) from Illinois and one (1) from Kentucky. We will have several participants from the local coal mines, IECC and MSHA serving as judges for the events, and we have invited the local and regional media as well as local legislators. We have a number of SIC and IECC staff members who will be assisting with the day’s events. We anticipate at least 100 people to be on campus for this event. Dr. Keating and I will be participating in a webinar on Building a Successful Bridge Program on Wednesday, September 12th. This is an ICCB initiative to assist ABE/GED students with a seamless transition into CTE programs upon completion of their GED/high school equivalency; I will be attending the ICCB Forum for Excellence annual conference in Springfield, IL on September 18th and 19th; I will be traveling with a contingent of faculty, staff, and local representatives to visit with economic development representatives from Zanesville as well as faculty from Zanesville State College to discuss the shale gas and oil program at the College on September 25 – 27th; Heidi Flannery, our new CTE Liaison & Transition Coordinator, began work on August 6th. Heidi has started visiting the high schools to meet with counselors, and arrange recruiting dates with them. She has assisted Kyla, our Dual Credit Coordinator, with the dual credit registration forms. She and Kyla attending Gallatin County’s ‘Back to School Night’ event, and set up a booth to talk with parents and students. Heidi is working on a project to develop recruitment binders for the GED department. These binders will
be housed in the GED classroom on-campus, and will be available to GED students to review information about our CTE degree and certificate programs. She is hoping to incorporate pictures of students and faculty, student success stories, and information about the curriculum. She has been meeting with division faculty to develop marketing and recruiting plans for their respective programs. She will be attending the SIC Job Fair, representing the CTE department, at the SIC Foundation building on September 19th. She has also created a binder system for job postings and will begin to contact possible internship site locations beginning in September. She will also be available to see potential students at the Mid-5 Office, located next to Rural King, in Harrisburg on a monthly basis; Headcount and credit hours generated are up at the Carmi campus for Fall 2012. Much of the increase can be attributed to the CNA course and new ART course. The evening start time was also changed to 5 p.m. rather than 6 p.m., which seemed to be well-received by students. Important Dates: September 10 and 17 – Wildcat Mine Fire Training; September 18 – 19 – ICCB Forum for Excellence at Springfield; September 21 – SIC/IECC Mine Rescue Skills Competition at SIC; September 26 – Zanesville, Ohio visit.

Dean Flannery reported on the following: On August 22, 2012, Dr. David Caffey of Pinnacle Evaluation Services met with TRiO Staff, Chad Flannery, Dean for Student Services and Enrollment, Dr. Dana Keating, Vice President for Academic Services and Student Affairs, as well as current TRiO students. He reviewed performance data focusing on project objectives and federal compliance records. Although the official report has not been received, during the Feedback Meeting Dr. Caffey commented on the TRiO programs strength and success in achieving their objectives. He was also impressed with the support that the program receives from the institution, staff and students; Jeremy Irlbeck, SIC’s new Athletic Director and Baseball Coach, attended the GRAC and NJCAA Athletic meeting at Rend Lake College on August 28, 2004; The Title IV TRiO program held their “Welcome Back Orientation” on August 29, 2012; SIU-Carbondale hosted the SIU Community College Conference, September 6-September 7, 2012. Attending from Student Services/SIC were Tyler Billman, Dr. Cathy Robb, Debbie Suh, Maggie Calcaterra, Kyla Burford and Emily Henson; The annual “Back to School Bash” was held September 12, 2012; On September 17 and 18th, TRiO staff will undergo Blumen software training on the SIC campus. Blumen is the database tracking software used in the TRiO Program; The Cultural Arts Series will sponsor a performance by Muriel Anderson on September 23, 2012; The TRiO/SSS program will hold their first workshop, “Study Skills,” on September 24, 2012.

Dean Sirach reported on the following: Academic Highlights include Susie Lampley, ADN faculty attended a workshop entitled” Different Strokes for Different Folks: an Update on “Brain Attacks” with focus on Prevention and Management. This seminar’s focus was on the up to date information on stroke diagnosis and treatment. Topics included but were not limited to the following: neuroanatomy of the brain and spinal cord, overview of modifiable and non-modifiable risk factors and treatment and prevention of modifiable risk factors for both hemorrhagic and ischemic strokes; the Distance Learning Department has been working on classroom technology installations and upgrades. The department completed the installations and upgrades, instead of utilizing a subcontractor. This provided an estimated savings of approximately $7800. Modifications that have taken place in the last 3 months include new classroom installations in several classes; On 08/17/12, IDFPR Investigator Joe W. Darnell completed a school inspection for the purpose of approval for an additional curriculum to teach
Basic Esthetics and Esthetics Teacher and Basic Nail Technology and Nail Technology Teacher. Mr. Darnell found that the school meets all space and equipment requirements as dictated by the Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985. Mr. Darnell was very complementary of the facilities and program. He stated that he would “put our school against any that he has seen in the state” We achieved high marks and great compliments; the new e-Tutoring program, which was made possible by the Title III grant, began September 4. SIC is now a partner in the Northeast eTutoring Consortium, enabling SIC to provide online tutoring services for all students, 7 days a week, regardless of whether they are online students or take traditional face-to-face classes.

Student Trustee Courtney Bunting reported Student Government elections were held on September 19; students will be participating in the KaBOOM playground construction process on Saturday, September 22, in Harrisburg. The playground construction project is in honor of the loss and devastation of the February Leap Day tornado; student ambassadors and students from various clubs will participate in the Million Reasons Why parade that will be held at the DuQuoin State Fair on September 24; the Back to School Bash was a huge success and students enjoyed the music of Stompbox 40; pocket constitutions were distributed to students on Constitution Day; student ambassadors participated in the Eldorado Town & Country parade on Saturday, September 15; and, the nursing club will be hosting a bake sale with proceeds going to the American Heart Association.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Ms. Lane to approve the August 15, 2012 regular and closed session minutes, destroy the tapes of December 2010 closed session, to approve the treasurer’s report, and the August 2012 bills in the amount of $1,365,006.14 which included $535,630.77 in payroll. On roll call, the following members voted:

Aye  Nay

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

Resolution to Adopt FY2013 Budget

A motion was made by Mr. Morgan and seconded by Mr. Allen to adopt the following Resolution:

Resolution to Adopt FY13 Budget

WHEREAS, the Board of Trustees of Southeastern Illinois College, Community College District #533, Counties of Saline, Gallatin, Pope, Hardin, White, Johnson, Hamilton, and
Williamson, State of Illinois, caused to be prepared in tentative form a budget and secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and;

WHEREAS, a public hearing was held as to said budget on the 18th day of September, 2012, and notice of said hearing was given at least thirty days prior thereto as required by law through publication in the Daily Register, and all other legal requirements having been complied with, and;

WHEREAS, a review of the tentative budget was given to the major sections,

NOW, THEREFORE, BE IT RESOLVED by the Community College District #533 Board of Trustees as follows:

That the attached budget containing as estimate of amounts available in each fund separately and of expenditures from each fund be and the same is hereby approved as the budget of the Community College District #533 for the same fiscal year subject to amendment by the Board of Trustees as allowed by the laws of the State of Illinois.

On roll call, the following members voted:

Ave  Nay

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

All members voted aye. Motion carried.

Action Items

Consideration and Action on a Resolution Providing for the Issuance of General Obligation Refunding Community College Bonds, Series 2012 for the College

Mr. David Pistorius, First Midstate, was present to report that he understood the Board directive to take advantage of calling of Bond 2002 and the directive of a minimum return of $150,000 was met through the sale of the Bond. Mr. Pistorius noted the sale produced right at $178,000 that will go back to the public. He said the average interest was good and that everything went as hoped. A motion was then made by Mr. Allen and seconded by Dr. Barbre that the Board approve a resolution providing for the issuance of General Obligation Refunding Community College Bonds, Series 2012 for the College. On roll call, the following members voted:

Ave  Nay

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

All members voted aye. Motion carried.

Budget Transfers

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve the budget transfer request to decrease occupational skills reprographics in the amount of $1,661.00 and increase outdoor recreation adjunct for fall and spring in the amount of $1,661.00.

All members voted aye. Motion carried.

Retiree Proposal

A motion was made by Mr. Allen and seconded by Ms. Bunting that the Board of Trustees approve the following retiree proposal:

SIC Retiree Benefits Proposal
SIC retirees who have served a minimum of fifteen (15) consecutive years of full-time service at the College will be eligible to obtain an official Southeastern Illinois College retiree photo identification card that could be used for tuition waivers, access to the Fitness Center, free admission to all College sporting events and student productions, and to receive a 10% discount in the bookstore. Intergenerational tutoring may also be available.

1. Tuition Waivers are available to the retiree, the retiree’s spouse and his or her dependent children under the age of 23. As with current employees, any associated fees are the responsibility of individuals covered under this benefit.

2. Access to the C. Harry Bramlet Fitness Center
Retirees can use the state-of-art Fitness Center during posted hours of operation simply showing their retiree ID. All fees apply and retiree must complete registration form.

3. Free Admission to All College Sporting Events and Student Productions
Retirees receive free access to any sporting events and student productions simply by showing their retiree college ID.

4. Bookstore Discount
Retirees would receive a 10% discount at the Southeastern Illinois College bookstore simply by showing their retiree ID. Excludes textbooks.
5. Retired Tutor Corps
   Based on need and availability retirees are encouraged to apply for the Intergenerational Tutoring Corps. Volunteer and/or paid tutoring may be available. Please communicate interest to the H.R. Administrator at 618-252-4411.

All members voted aye. Motion carried.

Appoint Local Election Official

A motion was made by Ms. Bunting and seconded by Ms. Lane that the Board of Trustees approve Barbara Potter be appointed to serve as the 2013 Election Official for Southeastern Illinois College for the election to be held on April 9, 2013.

The Illinois State Board of Elections has set filing deadlines for the April 9, 2013 consolidated election, which includes community college trustees. Important dates are:

- September 25, 2012: First day to circulate nominating petitions
- December 17 – 24, 2012: Filing period for petitions
- April 9, 2013: Consolidated election

All members voted aye. Motion carried.

Use of Bond 2010A Expenditure

A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve the use of Bond 2010A funds approved by the Board in July to include repairs, restoration, and installations within C Building up to $30,000.

All members voted aye. Motion carried.

Lab Fees Increase (BTC 221 and CARP 220)

A motion was made by Dr. Barbre and seconded by Mr. Ellis that the Board of Trustees approve that beginning with the Spring 2013 semester that a $20.00 lab fee be added to BTC 221 – Introduction to Biotechnology and that a $30.00 lab fee be added to CARP 290 – Selected Topics course. This fee would be a lab fee charged to help cover costs associated with special projects conducted within the Carpentry program, such as special building projects, home repair and/or maintenance type projects, etc. This lab fee would be in addition to the current course fees charged.

All members voted aye. Motion carried.

Signatory Authorization Resolution

A motion was made by Ms. Lane and seconded by Mr. Morgan that the Board of Trustees adopt a resolution required by Connecticut Distance Learning Consortium (CTDLC) authorizing Dr. Rice to sign e-Tutoring contracts.
All members voted aye. Motion carried.

**Curriculum Committee**

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve the following curriculum changes: Remove or revise course pre-requisites to allow IT certificate students to begin courses either in fall or spring semester. IT 215: Removed Pre-requisite: IT 153 Essentials I or Instructor consent. IT 154: Removed Pre-requisite: IT 153 IT Essentials I. IT 155: Removed Pre-requisite: IT 153 Essentials I or Instructor consent. CIS 133: Removed Pre-requisite: CIS 118. IT 217: Revision of Pre-requisite requirement. Old pre-requisite: IT 215 or Consent of the Instructor. New pre-requisite: IT 215 or concurrent enrollment in IT 215 or Consent of the Instructor.

All members voted aye. Motion carried.

**Non-Action Items**

**Archery Policy (First Reading)**

The following policy was presented to the Board for a first reading with adoption in October.

Proposed Archery Policy:

**Archery Policy** 6017.1

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of bows and arrows will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, recurve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery Program. Arrows shall be restricted to using field tip points. The use of broadhead points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus only in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college’s competitive archery team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events. If a special event is approved by the Board of Trustees which allows others to possess, use and transport bows and arrows exclusively for the event, the college’s instructions for the possession, usage and transportation of such items will be made
known in writing to all participants prior to entering the college’s property. This policy is enforceable by instructors, coaches, administrators and the security department of the college.

Preparation of Budget Document (Procedure) 8001.1 (First Reading)

Dr. Rice recommended that the Board modify the Preparation of Budget Document (Procedure) 8001.1 policy. This modification would be in alignment with the Illinois Community College Act regarding the Open Meetings Act and posting of public agendas. Dr. Rice noted the tentative budget will remain available for public inspection and that a public hearing will take place per statute. He reported such a modification allows for flexibility depending upon board needs and availability. If three or more members are named to any subcommittee, the board will have to follow procedure and make that meeting public. The current policy is listed below, with suggested modification of words removed by strikethrough. This was presented for cleanup of language, because for the past several years it has been the past practice of the board to have only two board subcommittee members present at a board sub-committee finance meeting.

Current Policy

Preparation of Budget Document (Procedure) 8001.1

Basic forms and instructions will be distributed to all faculty members concerned. Budget requests will be prepared by the various faculty members in concert with the Division Chair and other personnel having budgetary responsibility. The Division Chair will then prepare from these requests a divisional budget which will be submitted to the appropriate Vice President/Dean. Following a review by the Vice President/Dean and a preliminary budget conference with the Division Chair, the divisional budgets will be submitted to the President with appropriate recommendations by the Vice-President/Dean.

Each request submitted from each faculty member, Division Chair, and Vice-President/Dean shall be accompanied by a rationale support of the requests.

Following the completion of the initial tentative draft of the budget, the Chairman of the Board of Trustees will appoint an ad hoc committee of three (3) trustees to meet with the President and Vice President for Business/Administrative Services for a review of the budget prior to receiving and making final adjustments and recommendations to the Board of Trustees.

Financial Modeling Report

Dr. Rice presented to the board a financial management model demonstrating the impact of reasonable assumptions on the college’s cash flow and fund balance. These assumptions could be modified at many levels to project and react responsibly. The plan includes fiscal context, possible reactions, projected assumptions, fiscal tables (projected revenue and expenses), and projected impact with deficit budgets. Dr. Rice noted and thanked the Business Office for providing the tables and projections. One benchmarking element that has been integrated into the fiscal management strategy is the Higher Learning Commission’s (HLC) Composite Financial Index (CFI), which serves as an external gauge of fiscal stability as well as external
comparative data. The HLC provided a snapshot of SIC’s 9-year history and Dr. Rice provided a 3-year graph with a narrative explanation.

Fiscal Policy Discussion

Dr. Rice reported that given the board is the elected body of the taxpayers of District #533, he would recommend that the board consider a fiscal policy that would include the following:

- Create an annual budget free from deficit spending while maintaining a quality education experience. If deficit spending occurs, it cannot remain for more than 24 months (two budget cycles).
- Create financial modeling scenarios ten years out and completed at least every other year or less depending upon contextual variables.
- Remain under 49% reliance upon ICCB budget for operational budget.
- Remain within two full points of the previous year’s HLC Composite Financial Index (CFI) or at least within one point of the cohort average.
- Maintain one of state’s lowest tuition rates.

Along with the fiscal policy, Dr. Rice recommended that the board also consider a Fund Balance Policy. The policy would be created to engage unanticipated events that could negatively impact the College’s fiscal stability. Many factors may lead an institution to a similar policy, including: local economy, EAV/Tax base, heavy reliance on government (state) funding sources (including erratic, fluctuating, and/or late payments, debt burden), and significant construction/renovation or other one-time expenses (non-bond/borrowing option).

This policy would be modeled after the SIC strategic initiative (former plan) and a formal policy may emphasize the necessity of this balance. Having an adequate fund balance is a vital component of a college’s fiscal health and overall management strategy.

Operational Plan Update – Initiative 3

In order to help demonstrate to the board the work that has been completed with the revised strategic planning process, a document was given to the Board that detailed the committee’s work on Initiative 3’s Operational Plan for Instructional Services. All levels of learning/instruction engaged this Operational Plan. Again, rather than integrating both strategic and operational planning, the two were separated so as to solidify the five-year nature of strategic planning but also allow for the flexibility needed to react and respond in operational planning, thus preserving the “living document” philosophy we have had in strategic planning in the past.

Correspondence

The following correspondence was presented to the Board:

- Early Childhood grant regret letter
- DAR Constitutional proclamation

Closed Session
A motion was made by Ms. Lane and seconded by Mr. Allen to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisitions of property, (9) student discipline, and (11) litigation. The board went into closed session at 7:12 p.m. On roll call, the following members voted: (note: Mr. Hearn left the board meeting before closed session, therefore, was not present for the roll call vote).

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

Nay

A motion was made by Dr. Barbre and seconded by Mr. Ellis to reconvene into open session at 7:47 p.m.

**Personnel**

A motion was made by Mr. Ellis and seconded by Mr. Morgan to approve the following personnel items with a minor educational revision made to Personnel item A. Position Description – Educational Technology Specialist than what was submitted in the packet. The remaining items were approved as presented:

**Diesel Tech Advisory Board Member**

Approved Mr. Steve Bonney, Technical Engine Trainer with Cummins Engines, as a member of the Diesel Tech Advisory Board effective Fall semester 2012.

**Laborers Collective Bargaining Agreement**

Approved the custodial Collective Bargaining Agreement that included a 2.3% salary increase for FY13 and a 2.3% retroactive salary increase for FY12.

**Employ Adjunct Faculty**

Employed the following list of adjuncts:

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snodgrass, Roger</td>
<td>OUTR 212</td>
</tr>
<tr>
<td>DeNeal, Darin</td>
<td>OUTR 211</td>
</tr>
<tr>
<td>Gunning, Dustin</td>
<td>Fire Science Lab Assistant</td>
</tr>
</tbody>
</table>
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 7:48 p.m.