MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL  62946
FEBRUARY 19, 2013; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, February 19, 2013, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. Board members in attendance were: Dr. Pat York, Dr. Frank Barbre, Mr. Richard Morgan, Mr. Charles Hearn, Mr. Jimmy Ellis, Mr. Gary Allen, and Ms. Courtney Bunting, student trustee. Absent: Ms. JoAnna Lane. Also present were: Tim Walker, Karen Weiss, Chad Flannery, Dr. Dana Keating, Dr. Jonah Rice, Gina Sirach, Dr. Diane King, and Barbara Potter.

Dr. York, Chair, recognized Mrs. Gina Sirach, interim dean of academic services, as the Spotlight Employee. Dr. Jonah Rice, president, noted that Mrs. Sirach has served Southeastern for 23 years in a variety of positions as associate degree nursing instructor, director of nursing, and most recent as interim dean of academic services. He noted she is a valuable member of the team and commended her work with Assessment and helping lead SIC through the last HLC visit.

Reports

Dr. Frank Barbre, trustee, reported on the following: the presentations from the national speakers at the Summit commented at how the political climate in Washington is in such a stalemate that not much is able to be done. He said Martha Canter, Undersecretary of Education, discussed community college issues at length, and that Paul Ryan also spoke at the Summit and he is very familiar with community colleges. He noted the funding priorities discussed at the Summit in Washington were: Maintain the Pell Grant Program and Restore Eligibility for ATB Students. Pell Grants assist 3.35 million low- and moderate-income community college students each year by helping them meet tuition, course material, and living expenses. Total aid to community college students exceeds $11 billion annually. The program must be sustained without any further limitations in student eligibility. Congress should adopt the Senate Appropriations Committee’s FY 2013 Labor, HHS, Education bill language that restores Title IV eligibility for “ability-to-benefit” students in career pathway programs. However, the bill’s provision that would cut Pell Grants for community college students enrolled entirely in online courses should be rejected.

Preserve the Community College and Career Training Grant Program (TAACCCT): The first two years of the Trade Adjustment Assistance Act Community College and Career Training Grant Program have proven to be extremely successful. The program delivers high quality, relevant training to TAA- eligible and other workers. It encourages new program delivery and has generated cooperative agreements between institutions and business. Two more years of dedicated funding must remain available.

The Carl D. Perkins Career and Technical Education Act: The Basic State Grant helps community colleges improve their career and technical education offerings that lead to high-demand, high-skilled occupations. The Perkins Act has tight accountability standards and
promotes collaboration between education sectors. Congress should at minimum maintain funding for the Perkins Basic State Grants.

Institutional Aid Programs: Investments in direct institutional aid to colleges that serve disproportionate numbers of minority, low-income and first-generation college students are critical. Congress should continue its support for the Strengthening Institutions, Developing Hispanic Serving Institutions (HSIs), Asian American and Native American Pacific Islander Serving Institutions, Tribal Colleges, and Predominately Black Institutions (PBIs) programs.

Workforce Development: American businesses face a shortage of workers with requisite skill levels in key areas. The Workforce Investment Act’s job training and adult basic education programs help meet this growing demand by providing education and training to those who can help meet those needs.

Science, Technology, Engineering, and Math (STEM): The National Science Foundation’s Advanced Technological Education (ATE) program is a pillar of support for community college STEM programs. Programs are developed in conjunction with businesses in nanotechnology, alternative energy, advanced manufacturing, and many other critical fields.

Legislative Priorities: Congress should reauthorize the Workforce Investment Act (WIA) this year, prioritizing the role that community colleges play in educating American’s workforce. This should be achieved, in part, by authorizing the Community College to Career Fund, ensuring that community colleges are members of state and local workforce investment boards, and making public institutions of higher education automatically eligible as training providers. Additionally, the Adult Education and Family Literacy Act (AEFLA) is a critical component of addressing adult literacy issues. Community colleges serve as key providers and, in some cases, as state administrators of AEFLA funding. Support for this program should be enhanced.

Improve the Higher Education Act: In reauthorizing the Higher Education Act (HEA), Congress needs to focus on the unique mission and contribution of community colleges. Incentives and support should be given to institutions and students alike to ensure credential attainment. Completion measures must fully incorporate the transfer and workforce development missions of community colleges. Federal student aid programs should continue to provide support for a wide range of students, including eligibility for part-time students and reestablishment of the year-round Pell Grant. Regulatory costs must be substantially reduced. The loan programs must reflect that not all community college students are strong candidates for borrowing. Hence, the default rate measures are often unrepresentative of institutional performance.

Enhance the Carl D. Perkins Career and Technical Education (CTE) Act: In reauthorizing the Carl D. Perkins CTE Act, Congress should maintain program flexibility, allowing community colleges to effectively tailor funds to address local needs, while strengthening CTE programs. The reauthorization should enhance provisions in current law that provide students with clear pathways to college and career readiness, and strengthen the ties between
educational institutions and local businesses. Perkins, WIA and other federal accountability reporting requirements should be identical across programs wherever appropriate.

Help Community Colleges Serve Veteran Students: Community colleges need additional support in their traditional and essential role of assisting both veterans and active duty service members. Congress must ensure that veterans receive comprehensive counseling and related services about all educational options and fund the Centers of Excellence for Veterans Success in the HEA. Community colleges support balanced efforts to protect military and veteran students by providing them with needed information to make sound educational decisions.

Pass the Development, Relief and Education for Alien Minors (DREAM) Act: The Development, Relief and Education for Alien Minors (DREAM) Act provides a path to legal status for thousands of undocumented students who were brought to this country as children, worked their way through high school, and now face an uncertain future. The DREAM Act returns to states the decision of whether to extend in-state tuition to undocumented students. The Deferred Action for Childhood Arrivals program was a step in the right direction, but Congress must now finish the job of allowing these students to be full contributors to our economy and society.

Improve the Elementary and Secondary Education Act (ESEA): As Congress reauthorizes this key education statute it needs to consider the critical role that community colleges play in supporting the nation’s K-12 system. Community colleges look to partner with the federal government to offer more dual enrollment programs and early college high schools for targeted populations. Their prominent role in teacher preparation should be better supported through the ESEA. Additionally, Congress should focus on effective implementation of national college and career readiness standards that will help reduce the need for remedial education and improve student time-to-degree.

Dr. Rice, president, reported on the following: SIC’s enrollment numbers are in and we are up 10% in full time equivalency (FTE) over Spring 2012 semester. Spring FY12 enrollment was 1033 and Spring FY13 enrollment is 1151. At present, we are slightly ahead of the norm in regional comparisons. Head count, including part-time with full-time, is up 2% from Spring 2012 with 2097 students. Our full-time students increased by over 150 students. He discussed SIC’s Mission: Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development. He said that he noted the mission statement in hopes that it will continue to help ground decisions that SIC will be facing and that we recognize that yesterday is gone and that the new normal continues to shape our country and state. Change is inevitable and it can lead to new opportunities not just challenges. We may not be able to be all things to all people in the future. Hard, strategic decisions are ahead of us that will make us even more resilient than we already are. He said we will continue to focus our vision on the exceptional work we do for students and community, especially in terms of retention, completion, successful academics, and so much more and that perseverance is our strong suit. He said he was informed that there is a special regional trustees meeting in the works for the end of March so that all regional community college boards can hear the same news from official sources in Springfield. He said we will hold the line on spending as much as possible; engage a tuition increase; and inform and engage the campus community with sustainability planning. This summer and fall will contain
additional sustainability planning and analysis culminating to a presentation to the board in the fall. This planning will be for FY15 and beyond. Cash flow should sustain us and give us time for this second round of sustainability planning in five years. Late state payments could complicate the situation despite our conservative measures to hold spending and support a reserve. He said he seeks guidance from the board on currently open/revised positions. He noted he asked the administration to freeze all vacancies to await direction from the board. He said at present, there is a maintenance position open due to a retirement, an advisor position is open due to a resignation, and a math position from 2010 that has never been filled. Dr. York asked the administration to share comments on the open positions from their respective areas. Mr. Walker commented that there are deferred maintenance items that are being delayed and certain maintenance items that are being contracted out due to not filling the maintenance position. Dean Flannery said that through cross-training and the implementation of an advisor rotation calendar they are handling the flow of traffic during peak times. Dr. Keating noted that math is a position that we need but if we can’t fill the position we will get by. She commented that math adjuncts are hard to find so if she had to choose between the three positions she would choose math. Dr. York then asked the board what their preferences would be after listening to the administrators’ comments. After discussion, the board concurred that the top priority should be filling the math position. Dr. York requested that Mr. Walker present a monthly report on contract costs plus deferred maintenance to see how much is being spent contractually and to determine what maintenance is being deferred.

Dr. Rice noted the governor’s office requested the ICCB to submit a 4.62% budget reduction from the budget submitted last year. He said additional cuts are very possible and from some speakers view very probable. The governor recently pulled a proposed bond sale largely due to the fact that Illinois is now ranked worst in the union in bond ratings. That bond, however, was restricted to construction projects not general expenses. He said at present, we have received two base operating payments for the months of July and August, and we have received no equalization payments. He also noted that we have received no IYC payments. By the end of February we expect to be owed over $3 million. The possible 12-18 month delay in payments will be split between FY 13 and FY 14. We could face the situation of only receiving a few full months of payments this year and are expected to not receive much of anything for the first six months of FY14. He reported the collaborative IGEN funding grant has allowed SIC to be a state leader in biofuels education. Renee Loesche is our full-time instructor. Seismic Station: Bob Wurth from the Department of Atmospheric and Earth Sciences at St. Louis will locate another seismic station at SIC. One is installed at our childcare facility. The other will be located at the Carmi Center. He noted a new curriculum Oil and Natural Gas could lead to possible economic development in the region regarding the Oil and Natural Gas industry. We have worked with local and state officials and have visited first-hand similar regions with similar initiatives. We have charged the Workforce and Small Business Development Center to create the various custom training that could be required for the industry. He reported on other initiatives that the college has been involved in.

Dr. Keating, vice president of instruction and student affairs, reported on the following: The non-instructional units’ operational plans have been completed and have gone through reviews by the Strategic Planning Committee, as well as the entire college family. Final revisions have been made and the completed documents are available for review in the President’s
Office. All faculty and staff should be complimented on their efforts and for the volume of work done on this important process. We are working on the planning for the new student orientations on campus in April. Other than Harrisburg, all of the high schools will bring their seniors to campus for registration and orientation activities. We will take a team to Harrisburg to conduct registration there for their students. I, along with Karen Weiss, attended a meeting at White Oak Resources Mine offices in McLeansboro on Feb. 4th to discuss training needs for the mine. Other colleges also represented were Rend Lake College and Illinois Eastern Colleges. They will begin training the end of March or early April. The three colleges will work together to meet their training needs. The February 6 – 8 FEMA training session, Multi-hazard Emergency Planning for Higher Education, was successful. Six colleges, including SIC, attended: SIU-C, Shawnee, Kaskaskia, Kishwaukee, and McKendree. A special thanks to Media Services for meeting all of the technology needs required for the class. Randy Daniels and Andrew Dunaway did a great job, as did Environmental Services. Many others assisted, as well. The event was coordinated by Peggy McDowell and myself. SIC staff members who participated in the training were Ed Fitzgerald, Tim Walker, Patty Winters, Gina Sirach and Chad Flannery. On January 16th and February 6th I hosted groups of students from IYC to provide them with information concerning how to become a college student. They typically send out one small group per month. We are scheduling training for our front-line staff using a webinar entitled, “Training Front Office Staff: Handling Difficult & Disruptive Behaviors.” We will hold these training sessions monthly until all staff members who need this training have the opportunity to attend one of these sessions.

Tim Walker, vice president of administration and business affairs reported he included a banking RFP as an action item for the board’s consideration this month, that the Illinois Public Risk Fund Grant as he reported last month, has notified SIC that we are eligible to apply for a grant to enhance safety in the amount of $13,400. This is the highest amount SIC has ever been offered. This creates the opportunity for us to upgrade our tractor from a 35hp unit to a 65hp. We are waiting for the application approval by the IRPF grant committee and hope to hear soon to take advantage of better snow removal equipment this season. He reported the new phone system will be installed on the main campus during Spring break with Carmi to receive the installation approximately 30-45 days after the main campus followed by the SBDC.

Karen Weiss, dean of career and technical education, reported on the following: Title III Grant Update: We have re-opened the search for the Title III CRJ Online Developer position. As part of the grant requirements, the position is to be filled within Year 3 (Oct 2012 – Sept 2013). This is our third round with the search to fill the position. We held two unsuccessful searches in the Fall, and had requested and received approval from our program officer to suspend the search until the Spring term. The second quarterly report for the Perkins Grant was submitted to ICCB by the due date of February 14, 2013. We are making progress toward this year’s grant activities and initiatives. We will have another grant monitoring visit this Spring with our ICCB liaison, Mr. Terry Clark. She reported on CTE activities and upcoming events.

Chad Flannery, dean of enrollment and student services, reported on the following: The TRiO/SSS program held a Study Skills Workshop on January 23. The SIC Forensic Falcons attended the 2013 Gorlock Gala Invitational at Webster University, January 25-January 27, 2013. Competing against 39 other institutions, the Forensic Falcons received the Top
Community College Award and 3 in Individual Event Sweepstakes. The TRiO/SSS program held a Financial Literacy Memory Game event on January 28. On February 2, the Cultural Arts Series sponsored a performance by Jimmy Evitts. Evitts is a native of Southern Illinois, and is a classical pianist who has performed in Branson, Missouri, as well as many other venues. Jeremy Irlbeck, SIC Athletic Director and Baseball Coach, attended the GRAC Regional Athletic Directors meeting on February 5, at Rend Lake College. The TRiO/SSS program offered a Study Skills workshop on February 7, for all program participants. The eleventh annual Athletic Hall of Fame was held on February 9, 2013, with two new inductions this year, Tim Barnes and Neda Djuric. Athletics Sophomore Night was also held at this event. The Nursing Club held a February basket raffle fundraiser, which ended on February 11 in time for Valentine’s Day. Items included were a night at the Boar’s Nest Bed and Breakfast, a pizza from Morello’s, a gift basket with chocolate and candles, and gas cards from Casey’s General Store. On 2/12/2013, the TRiO/SSS program held an Interview Skills workshop for program participants. The Math and Science Club held a Valentine Chocolate Sales fundraiser on 2/13-2/14/13. On February 15, a Theatre Festival was conducted for high school students and a day performance of “A Streetcar Named Desire” was performed for the festival participants. SIC presented a production of “A Streetcar Named Desire” February 16-17, 2013. On 2/21/13, FCCLA High School Regionals were held on our campus, and tours of the Theater, Nursing, Childcare and Cosmetology departments were conducted. On 2/22/13 the Cultural Arts Series held a Marilyn Burklow Memorial Concert, featuring the Murray State Concert Choir. Athletics, Nursing and Cosmetology sponsored a Breast Cancer Awareness “Pink Out Game” on February 23, 2013. SIC has seen a 30.77% increase in veteran enrollment for 2012-2013. This increase is due to many factors such as the implementation of the new VRAP (Veterans Retraining Assistance Program) and the release of soldiers from Afghanistan. Also, our number of Montgomery GI Bill-Active Duty (Chapter 30) doubled.

Gina Sirach, interim dean of academic services, reported on the following: Academic Highlights: Cosmetology: Cosmetology hosted a “Golden Circle Guest Day” on February 5 and 6. Students provided services to Golden Circle client at no or reduced cost, depending on specific service. This is the first time the Cosmetology Department has provided services to a specific group of community members. This opportunity allowed students to provide community service, while assisting students in practicing skills and achieving learning objectives. Cosmetology is collaborating with Athletics and Nursing to promote cancer awareness at the “Pink Out” basketball game on February 23. Cosmetology students will be providing face painting and pink hair extensions for those attending the game. Nursing will be assisting with games for children throughout the evening. Nursing & Allied Health 2011-12 NCLEX Pass Rates: Practical Nursing 100%; Associate Degree Nursing 95%. A Train- the- Trainer course was offered in January to allow Registered Nurses with long-term care experience an opportunity to receive certification to teach in a Certified Nursing Assistant Program. Eight area nurses attended. CEU credit was provided. An IDPH Evaluator Workshop was held at the conclusion of the course. Media Services: The I-Share library conversion is now complete. Circulation of all materials is now available. Math & Science: Math & Science Division hosted the annual WYSE competition on February 7. All in-district high schools participated, sending 14-20 students per school. Students participated in testing in Math, Chemistry, Engineering, English, Computer Science, Biology, and Physics.
Ms. Courtney Bunting, student trustee, reported on the following student activities: Longbow Fundraiser to raise money for archery team competition; the Cosmetology Club had a FCCLA Rally on February 21, 2013, supported breast cancer awareness entitled “Pink Out Game” at the basketball game on February 23, 2013, and conducted a Silent Auction Fundraiser on February 26 & 27, 2013; the Cultural Arts Series presented Jimmy Evitts on February 3, 2013, and the Marilyn Burklow Memorial Tribute Concert featuring the Murray State University Concert Choir; the Diesel Club conducted a Pork Chop Meal Fundraiser to support their Louisville Truck Show Field Trip; the Math & Science Club had their annual Valentine Chocolate Fundraiser on February 13 & 14, 2013; the Nursing Club conducted a FCCLA Rally on February 21, 2013 and had a Valentine Auction Fundraiser February 4-12, 2013; Phi Theta Kappa conducted prospective member orientation on February 5, 2013; the Forensic Falcons Speech Team had a Second Place finish at the Webster University Forensics Tournament February 17 – 18, 2013.

Consent Agenda

A motion was made by Mr. Allen and seconded by Mr. Hearn to approve the consent agenda which included the January 22, 2013, regular and closed session minutes, a bi-annual review of closed session minutes, destroying tapes of the May 2011 closed session, the treasurer’s report, and January 2013 bills totaling $1,393,360.29, including $571,088.98 in payroll.

On roll call the following members voted:

Aye ______________ Nay
Mr. Allen
Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Bunting

Motion carried.

Action Items

SIC Foundation Alcohol Requests

A motion was made by Mr. Morgan and seconded by Dr. Barbre to approve the Foundation’s request to serve alcohol at the Annual Quarterly Board Meeting on Monday, November 25, 2013, and at the Annual Falcon Donor Appreciation Event on Thursday, December 5, 2013.

All members voted aye. Motion carried.

Tuition Increase Request for FY14
A motion was made by Mr. Hearn and seconded by Mr. Allen to approve a tuition rate increase of $3 from $88 to $91 per credit hour for in-district students and $152 per credit hour for out-of-district students effective summer semester 2013.

All members voted aye. Motion carried.

**Intergovernmental Agreement Between SIC and Harrisburg Unit District 3**

A motion was made by Mr. Ellis seconded by Mr. Allen that the board approve an intergovernmental agreement between SIC and Harrisburg Unit District #3 to allow college students enrolled in Basic Carpentry to provide labor to District 3 in the construction of a building to house weightlifting and strength conditioning equipment.

All members voted aye. Motion carried.

**Fund Balance Policy**

A motion was made by Dr. Barbre seconded by Mr. Hearn that the board approve a Fund Balance Policy that had been presented to the board for a first reading at the January meeting. The policy assures sufficient fiscal resources are available to mitigate unanticipated events that could adversely affect the College's cash flow and, ultimately, responsibilities and services. This policy supersedes all previous processes regarding available fund balance reserves in regard to the general operating fund. The general operating fund balance should maintain a minimum 30% balance of the annual operating budget expenditures or the average of the previous three operating budget expenditures. Upon implementation of this policy, the Vice-President for Business Affairs and the Controller will review this policy annually and make any recommendations for changes to the President for consideration to take to the Board of Trustees. The College will maintain all other funds, restricted or unrestricted, complying with federal, state, and local laws and/or policies.

All members voted aye. Motion carried.

**Banking RFP**

A motion was made by Mr. Ellis and seconded by Mr. Hearn that the board approve a public notice for Request for Proposal (RFP) for Banking Services for the college.

All members voted aye. Motion carried.

**Budget Transfer Requests**

A motion was made by Mr. Morgan and seconded by Mr. Allen that the board approve the following budget transfer requests:
Approved the transfer of $300 from the Math & Science class field trip budget to staff development conference and meeting expense; to transfer $1,300 from the Perkins grant consumable instructional equipment budget to $861 to travel and $439 to staff development conference and meeting expense; to transfer $300 from the Music budget music class & lab supplies and $700 from consumable instructional equipment to $1,000 to other contractual-music accompanist; to transfer $250 from Esthetics budget time and materials repair to travel; to transfer $50 from Nail Technology time and materials repair to travel; and to transfer $712 from student support services travel in state to travel out of state and $1,500 from other contractual to $630 to travel out of state and $870 to travel out of state (different out of state budget line items).

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

A motion was made by Mr. Allen and seconded by Dr. Barbre to approve the following curriculum committee recommendations:

**New Dual Credit Articulation** - WELD 111 Basic Welding will now be offered at Carmi-White County High School as a dual credit course. The instructor will be Terry Austin. Articulations have also been completed to offer WELD 111 at Galatia High School. IT 111 will be offered at Harrisburg High School. Effective date: 11/28/2012

**Curriculum Guide Change** - Revision to the Game Preserve Management and Shooting Complex Management curriculum guides that will allow for substitution of GMGT 138 for GMGT 137.


**Course Description Change** - VET 112 Animal Anatomy and Physiology-4/3/2. Current Course Description: This course provides an overview of the structure and function of animal body systems with a focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian and avian cadavers. Proposed Course Description: This course provides an overview of the structure and function of animal body systems with a focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian cadavers.


Course Description Change - VET 117 Animal Radiology-2/1/2. Current Course Description: Utilization of radiographic equipment on animal and positioning for various anatomical exposure. Emphasis on radiation safety and methods of obtaining high quality diagnostic radiographs. Proposed Course Description: Utilization of radiographic equipment on animal and positioning for various anatomical exposure with an emphasis on radiation safety and methods of obtaining high quality diagnostic radiographs.

Course Description Change - VET 118 Veterinary Practice Management-2/2/0. Current Course Description: Office practices used in a veterinary hospital including OSHA regulation, grief management and customer relations. Proposed Course Description: Office practices used in a veterinary hospital including OSHA regulation, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations.

Course Description Change - VET 119 Animal Clinical Lab I-3/1/4. Current Course Description: Routine laboratory test. Emphasis on hematology, urinalysis, and fecal examination. Proposed Course Description: This course teaches routine laboratory testing with an emphasis on hematology.

Course Description Change - VET 138 Animal Pharmacology I-2/2/0. Current Course Description: A discussion of dosage and solution problems, dispensing procedures, client education, and administration of drugs. Proposed Course Description: A discussion of dosage and solution problems, dispensing procedures, client education, administration of drugs, and introduction to common veterinary drug classes.


Course Description Change - VET 233 Animal Surgical Technology II-3/1/4. Current Course Description: Continuation of Surgical Technology I with emphasis on anesthesia surgical assisting, trauma, surgery, ophthalmic and thoracic surgery. Proposed Course Description: Continuation of VET 133 with emphasis on anesthesia surgical assisting, trauma, surgery, ophthalmic and thoracic surgery.


Course Description Change - VET 235 Laboratory and Exotic Animals-3/2/2. Current Course Description: Introduction to care and use of laboratory animals with discussion of sanitary...
procedure, clinical pathology and common lab animal diseases. Proposed Course Description: Students will be introduced to handling, restraint, and nursing techniques in common laboratory, exotic, and wild animal species. Topics will include: care and use of laboratory animals, sanitary procedures, clinical pathology, and common diseases.

Pre-Requisite Change - VET 235 Laboratory and Exotic Animals-3/2/2. Current Pre-Requisite: Successful completion of VET 219, 233, 238, and 239. Proposed Pre-Requisite: Completion of first year of program and VET 219, 233, 238, and 239.

Course Description Change - VET 236 Animal Management and Nutrition-3/3/0. Current Course Description: Principals of animal and business management to include nutrition, reproduction, pharmacology vaccinations, diseases, and laboratory tests. Proposed Course Description: This course will introduce basic principles of animal and herd health management including: nutrition, reproduction, pharmacology vaccinations, diseases, and laboratory tests.


Pre-Requisite Change - WELD 134 Low-Hydrogen II-3/2/2. Current Pre-Requisite: WELD 131 or instructor consent. Proposed Pre-Requisite: WELD 131 and WELD 133, or instructor consent.

Pre-Requisite Change - WELD 137 Pipe Welding-3/1/4. Current Pre-Requisite: WELD 131, WELD 133 or instructor consent. Proposed Pre-Requisite: WELD 131, WELD 133, WELD 139, and WELD 151 or instructor consent.

New Course: CPR 134 Healthcare Provider Renewal II-3/3/0. Healthcare Provider Renewal is designed to refresh students on adult, pediatric, and infant CPR skills, including ventilation with a barrier device, a bag-mask device and oxygen; use of an automated external defibrillator (AED); and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician’s assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires CPR certification. This course is intended for those
individuals who have completed CPR 133 and need additional certification. Variable credit and may be repeated three times. Effective: June 1, 2013

New Course - CPR 218 Heartsaver CPR/AED IV-3/3/0. Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for individuals who have completed CPR 217 and need additional recertification. This course may be offered as variable credit and repeatable three times. Effective: June 1, 2013.

Modify Course - PE 220 Coaching Theory and Techniques-3/3/0. Change title to Theory of Coaching Baseball/Softball. Update course description from “Theory, technique, and principles of coaching selected team or individual sports” to “Theory, technique, and principles of coaching baseball and softball.” Effective: June 1, 2013.


New Program - Biofuels Production & Sustainability A.A.S Degree - 62 hours; Major Code: DBPS. SIC is one of 17 partner Illinois community colleges on the Illinois Green Economy Network (IGEN) Career Pathways Consortium Program: Training for a Green Economy, funded by the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training Grant. The grant period began Oct. 1, 2011 and runs for three years. Southeastern was awarded approximate $275,000 over the three year period. We have previously developed a certificate as a part of the grant – Bioenergy Production, which added one more certificate to our series of existing stackable certificates in the biofuels content area. Another requirement of the grant was that SIC would also work cooperatively with John A Logan and Heartland Community College to develop a cooperative AAS degree in sustainable energy, with each of us taking a different focus. SIC’s focus was biofuels. The degree being presented is the result of that work. I have worked with both JAL and HCC, and as you will see on the curriculum guide, students may take some of their courses that are being developed as a part of their programs and use them as electives in SIC’s degree. Logan and Heartland are doing the same by allowing their students to take our courses as a part of their degrees. Effective: August 1, 2013.

New Program - Oil and Natural Gas Technician - 28 hours; Major Code: CONT. The Oil and Natural Gas Technician Certificate is designed for entry level oil and gas production employees. This program will provide the employee with the basic skills and knowledge required for the safe and efficient operation of oil and natural gas production facilities. The program will include courses composed of lecture, lab, and hands-on applications. Effective: August 1, 2013.

New Program - Oil and Natural Gas Tech Short Cert – 17.5 hours; Major Code: CSONT. The Oil and Natural Gas Technician Short-term Certificate is a one-semester program designed for
entry level oil and gas production employees. This program will provide the employee with the
basic skills and knowledge required for the sage and efficient operation of oil and natural gas
production facilities. The program will include courses composed of lecture, labs, and hands-on
applications. Effective: August 1, 2013.

New Course - ONGT 110 Introduction to Petroleum Industry-1/1/0. This course provides an
overview of the oil and gas industry, focusing on the procedure for extracting oil and gas from
the underground source. Students will be introduced to basic oil and gas field concepts and will
explore the multitude of career options available in this ever-changing and growing industry.
Effective: August 1, 2013.

New Course: ONGT 111 Oil and Gas Production-3/2/3. This course consists of the study of the
principles of drilling methods and drilling systems, including drilling fluids, bit programs, casing
and cementing, well control, and drilling data analysis. Students will explore many issues
related to conventional well development and specialty applications, including horizontal
drilling. Emphasis will be placed on the applications of new technology. Effective: August 1,
2013.

New Course: ONGT 112 Artificial Lift Systems-3/2/3. This course is designed to provide a
general overview of the common downhole production systems including: sucker-rod pumps, gas
lift, plunger lift, and submersible pumps. Students will learn about each method and the
equipment typically associated with each system. Effective: August 1, 2013.

New Course: ONGT 113 Oil and Gas Production II-3/2/3. This course will familiarize the
students with the duties of an oil and gas technician. Topics covered include: natural gas
treatment, dehydration and compression system and equipment; the produced water treatment
and handling system and equipment; auxiliary systems and equipment; artificial lift and
enhanced recovery techniques; pumping and transportation systems; well completion; and safety,
health and environmental consideration relative to the field of oil and gas production.
Effective: August 1, 2013.

All members voted aye. Motion carried.

Non-Action Items

There were no non-action items presented this month.

Closed Session

A motion was made by Mr. Ellis seconded by Dr. Barbre that the board enter into closed session
at 7:29 p.m. A motion was made by Mr. Hearn and seconded by Mr. Allen to reconvene into
open session at 7:59. On roll call the following members voted:

Aye Mr. Allen
Nay Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Bunting

Motion carried.

**Personnel**

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

**Evaluations: Tenure-eligible and Tenure-track Faculty**

Approved tenure for Wendy Harris, Cosmetology Instructor, and Tyler Billman, Veterans and International Student Advisor, for the 2013-2014 academic year.

Approved re-employment for four tenure-eligible faculty and professional staff: Aaron Poole, Biology Instructor; Jeremy Irlbeck, Academic Advisor/NJCAA Specialist/Head Baseball Coach; Jennifer Billman, English Instructor; and, Maggie Calcaterra, Academic Counselor/Transition and Transfer Specialist.

**Resolution Regarding Grant-Funded Employees**

Approved the following resolution:

To comply with Section 805/3B-5 of the Illinois Community College Act, the following Resolution Authorizing Dismissal of Non-Tenured Grant-Funded Employees must be adopted:

**RESOLUTION AUTHORIZING DISMISSAL OF NON-TENURED GRANT-FUNDED EMPLOYEES**

WHEREAS, the Board of Trustees has determined to discontinue some particular type of service or program in Community College District #533 due to anticipated lack of grant funds; and

WHEREAS, the employees hereinafter set forth are in grant-funded positions and have been so employed during the 2012-13 academic year; and

WHEREAS, the Board of Trustees has determined that the employees hereinafter set forth shall be dismissed at the end of the 2012-13 school term, pursuant to Section 103B-5 of the Illinois Public Community College Act, as a result of the decision of the Board of Trustees to discontinue some particular type of teaching service or program in Community College District #533;
NOW, THEREFORE, Be It Resolved by the Board of Trustees of Southeastern Illinois Community College District #533, Counties of Saline, Gallatin, Pope, Hardin, White, Hamilton, Johnson and Williamson, State of Illinois, as follows:

Section 1: That the following employees shall be dismissed at the end of the 2012-13 school term because of the decision by the Board of Trustees to discontinue some particular type of service or program because of the loss of grant funding to support the service or program:

Kelly Alongi
Scott Bevis
Lori Cox
Blaine Felty
Steffanie Ferrell
Heidi Flannery
Joni Gravatt
Debbie Hadfield

Rommel Hall
Kim Hankins
Marsha Humphrey
Tammy Kearns
Dan King
Tina Kuppart
Renee Loesche
Anita Lowery

Jordan Lynch
Lolita Mack
Kelli Mahoney
Marcey Martin
Clay Nolen
Toni Parks
Chrystal Pollard
Tim Prather

Bre Richardson
Robin Russell
Lisa Seets
Amy Spivey
Debbie Suh
Crystal Tibbs
Beth Wead

Section 2: That the President and Secretary of the Board of Trustees are hereby authorized and directed to send the employees set forth herein a written notice of dismissal at least sixty (60) days before the end of the academic term.

Section 3: That this Resolution shall be in full force and effect forthwith upon its passage. Adopted this 19th day of February, 2013.

Chair, Board of Trustees

ATTEST:
Secretary, Board of Trustees

Cosmetology Advisory Council Recommendations

Approved the following cosmetology advisory council recommendations effective spring semester 2013:

- Stephanie Hayes, Nail Specialist, Expressions Salon, Harrisburg
- Sarah Harrelson, Skin Care Specialist, Unique Boutique, Harrisburg
- David Travelstead, Insurance Agent, State Farm, Marion
- Grace Koehler, IL licensed esthetician, Vienna
- Claudette Harris, retired Cosmetology/Nail Technology instructor, Carterville
- Kelsie Neal, Cheveux Salon, Eldorado

Employ Adjunct Faculty

Approved the following adjunct:

<table>
<thead>
<tr>
<th>Spring 2013</th>
<th>Course</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spivey, Courtney</td>
<td>CNA 131 A</td>
<td>New</td>
</tr>
<tr>
<td>Mitchell, Tim</td>
<td>TRUK 150</td>
<td>Previously Approved</td>
</tr>
<tr>
<td>Delsing, Maria</td>
<td>GED</td>
<td>New</td>
</tr>
</tbody>
</table>
Absher, Terri        GED          New
Smith, Kelly         GED Sub      New
Williams, Emily      GED Sub      New

**Summer 2013**  
**Course**                      **Approval Status**
Ahfield, Clayton       FOS 112X/199X  Previously Approved
Allen, Keesha          PE 141X       Previously Approved
Bax, Thys              PE 184X2      Previously Approved
Fortner, Stephanie     ARTV 116X/116X2 Previously Approved
Gholson, Terry         PE 184X3      Previously Approved
O’Dell, Dale           PE 184X       Previously Approved
Young, Carla           CIS 119X/V 116X/116X2 Previously Approved
Visagaratnam, Nishanth SOC 121 O2/221 O  Previously Approved

All members voted aye. Motion carried.

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan seconded by Dr. Barbre that the meeting adjourn. The meeting adjourned at 8:00 p.m.