The Southeastern Illinois College Board of Trustees held its regular meeting at 6:01 p.m. on Tuesday, September 24, 2013, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Charles Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Nicole York, student trustee. Absent: Gary Allen. Also present were: Dr. Jonah Rice, David Wright, Dr. Dana Keating, Chad Flannery, Gina Sirach, Mr. David Port, Curtis Rowlen, Mrs. Curtis Rowlen, Karen Weiss and Barbara Potter.

Dr. York welcomed guests and allowed a time for comment. There being no comments from the audience, he recognized Curtis Rowlen, Carpentry Instructor, as the employee of the month.

**Reports**

Dr. Frank Barbre reported the ICCTA Board of Representatives took the following actions at its September 14, 2013 meeting at the Crowne Plaza Hotel in Springfield, Illinois: Received updates on the Fiscal Year 2014 community college budget, pension reform, implementation of ‘return to work’ restrictions, and the imposition of Internal Revenue Service penalties on colleges that do not provide correct student Social Security Numbers; Voted to support full funding of Illinois...
Veterans Grants; Heard that the Illinois Community College Board will be working with ICCTA and the Illinois Presidents Council to take advantage of federal grant opportunities and on transfer/articulation issues; Recognized the recipients of two ACCT Central Region honors: Trustee Leadership Award winner Vickie Miller (Danville) and CEO Award winner Dr. Robert Breuder (DuPage); Received the association’s FY13 audit; Learned that the ICCTA Awards Committee selected the 2014 nomination deadlines for the association’s faculty, alumni, business, and student trustee honors; Approved the creation of the Gandhi/King Peace Scholarship as ICCTA’s newest award. The scholarship will be endowed through the generosity of trustee Jody Wadhwa (Oakton); Approved a name change of ICCTA’s Diversity Award to the Equity and Diversity Award; Authorized the ICCTA Public Relations Committee to proceed with plans to establish a statewide student film competition and an alumni web portal; Were informed that ICCTA’s September 13 seminar on board leadership received high marks. November’s seminar will feature a legislative/legal update (including the Freedom of Information Act and the Affordable Care Act); Heard that the Bylaws Committee will bring proposed revisions to the ICCTA Board of Representatives in November; Learned that participants in ICCTA’s Trustee Roundtable and Fireside Chat discussed pension reform, student success and completion, and presidential contract negotiations; and, received updates on the activities of ICCB, ACCT, the Presidents Council, the Illinois Board of Higher Education, and the Illinois Student Assistance Commission. Dr. Barbre also distributed several handouts received at the ICCTA meeting.

Dr. Jonah Rice, President, reported on the following: A recent national study by the audit firm PMG report that the average family’s ability to pay tuition is the most important issue as they consider in higher education. Price comparison of various colleges and universities is the most significant decision-making variable; Legislative Update (From Summer Presidents’ Council, Issues we will be following this next year): Budget Related: Return to work will not be extended and the prospect is not good for this being addressed in the future. ICCTA will have the authority to elect the SURS Board member appointments for community colleges. We did receive the annual letter notifying us to expect accrued payments from last fiscal year sometime in the future; Veterans Grant: Some colleges received some dollars, and others did not. The unfunded portion covered by colleges in FY 13 was $700,000; The 6% exemptions are scheduled to be restored in 2046. At that time colleges will be fully funding employee pensions; Regulatory Relief: ICCB is looking to strategically approach needed rules changes to effect some relief -- including the number of data submissions and the due dates; BHE received $400,000 in the FY 14 budget to implement a Longitudinal Data System (LDS) and they plan on implementing this internally. There is a feeling that they are woefully ill-prepared to take on this project relative to expertise and staffing; Nursing Update: The BSN proposal is dead for now. Nationally it is losing steam; Pension: No significant progress to report at this time. Cost shift is still a significant concern.

Dr. Keating, Vice President for Academic and Affairs, reported on the following: Gina Sirach and I will be attending a regional leadership organizational meeting at SIU-C on October 3 for SIU’s new Science, Technology, Engineering and Mathematics (STEM) Education Research Center. This is a new initiative targeting community colleges and high schools in the region in an effort to meet the needs of instructors and students, and to encourage students to pursue STEM-related programs and careers. This leadership group will help guide the direction and activities of the center. A second meeting for a much larger audience will be held in January
2014 and will be webcast statewide; The “Creating Connections” event, being held on September 20, has 28 high school teachers registered for the event. Grant funds will also be used to pay for substitute teachers allowing them to attend at no cost to their school district; We now have access to the Higher Learning Commission’s new Assurance System for reporting. We are in the process of working on a system for organizing our evidence file documents and determining who will become “writers” of the electronic document. We also have our first Quality Initiative Project team meeting on September 16; The annual fall High School Counselors Conference will be held on October 8. An agenda has been planned that will highlight new programs, as well as provide updates and opportunity for discussion and feedback; Fall staff development day will be held on October 4. The focus will be on employee health and wellness. A number of informative and enjoyable sessions are planned.

Karen Weiss, CTE Dean, reported on the following: Dr. Caffey, our external evaluator for the Title III grant, was on-campus August 27th to evaluate the College’s performance in meeting Year 3 objectives. Overall, the evaluation was positive and very complementary of the College’s Title III project and good work that is happening across campus. We are compliant in meeting Year 3 objectives, and in some instances, have gone beyond our benchmarks.

Chad Flannery, Dean for Student Services and Enrollment, reported the following: On August 19th, an orientation was held for the SIC Archery Team; The TRiO/SSS program held their annual “Welcome Back Orientation” on August 28th with thirty one students attending the orientation; SIC’s Softball team participated in the John A. Logan Vols 2013 Fall Classic, August 30-31, 2013; SIC’s Student Ambassadors participated in a Hometown Recycling Project in cooperation with SIC’s library. The ambassadors, Kellye Whittier and Dee Dee Droit loaded a van with the library’s paper and magazine recycling and transported it to the recycling center in Carbondale, IL; Lolita Mack, Title IV TRiO/SSS Director, attended the Annual COE Conference in Chicago, IL, September 8-September 11, 2013, which was a professional development conference for TRiO staff. Many TRiO programs were cut with the 5.23% sequester, but with the support of SIC giving a portion of indirect costs back to the program, SIC was able to receive continued programming for the 2013-2014 year; The annual “Back to School Bash” was held on September 11th. It was a record attendance year and the Diesel Technology Club manned the grills for the event. Student Ambassadors, under the direction of Kellye Whittier, provided much of the workforce for the event; Constitution Day was observed on September 18, 2013, and SIC’s Student Government organized a special guest speaker, Liz Brown-Reeves, an SIC graduate and former Mike Madigan staff member, who is currently a lobbyist.

Gina Sirach, Dean of Academic Services, reported on the following Academic Highlights: Brent Webb received a first place award at the Cedarhurst Biennial at the Mitchell Museum. He also has personal gallery representation at the Diane Birdsall Gallery in Connecticut, and he was selected to take part in "Cool + 2. 10 Emerging Artists". This was at the Maryland Federation of Art in Annapolis Maryland; Cosmetology instructors attended IACS Teacher Seminar. Topics ranged from effective classroom management, teaching through participant diversion, and technology techniques. There was also a hands-on technical class with Ivan Zoot and Ulrike Bege; Cosmetology participated in Job Fair at the Foundation Building. The Esthetics instructor and students provided information about all of the Cosmetology programs; The Consortium of
Academic Libraries in Illinois (CARLI) has recently purchased 10 year rights to selected Alexander Street Press video collections.

David Wright, Interim CFO, reported on the following: The "Cash on Hand" ending August FY 2014 is ahead August FY 2013 as the state has paid the Base Operating Credit Hour grant through May of 2013, the Equalization Grant through April of 2013 and remaining balance due on the IYC contract of $230,218.17 which is ahead of last year's payment schedule. A few days before this report we actually received the May Equalization payment of $253,009.42 which is two months ahead of last year's receipt. As of today we only are due the June payments for both grants that would total $401,412.07. We received the first local real estate tax payments from White, Gallatin, Johnson and Williamson and expect the others in September except for Saline County which has not finalized their numbers for 2012 in order to mail out bills. At this early period of FY 2014 tuition and fee revenue is on par with last year's numbers as a percentage of the tuition and fee budget. Sales and Services revenues are down about $43,463 from this time last year but with the bookstore financial aid and scholarship sales being reported in September that month's year to date totals would be a better comparison to the budget and last year. At this time of year we are in the process of clearing out income that arrives this year but was for last year and you will notice some of this as negative income in the current month with a zero year to date balance. Regarding FY 2013 operating expenses, the negatives you see in the current month in instruction salaries are the adjustments for faculty that receive their pay over 12 months for the 9 month instructional contract. We have to accrue that cost into last year and reverse the payment made in July and August from the salary expense. The year to date salary expense is the instructional summer pay. The credit in student services supplies and materials is a reimbursement received for theater expenses. The other expenses are following a fairly normal pattern at this time of year. In the facilities area Ed Fitzgerald has the following projects in the works: Revolving Patio door at the student center estimated cost of $30,600 paid for by the student restricted building activity fee account; The new marquis sign on the North side of the campus estimated cost $26,400 paid for with insurance funds; Sliding Gym security doors estimated cost $6,800 being paid out of the operations and maintenance fund; Outdoor pistol range architect fees around $5,200 paid for out of the operation and maintenance fund for new programs.

Nicole York, student trustee, reported on the following: An Archery Tournament was held on September 28 & 29 at Southeastern; the Cosmetology Club held a Pink out event; the Diesel Technology Club grilled hamburgers and hot dogs for the Back to School Bash; the Nursing Club held a bake sale on September 25 with the proceeds benefiting the American Heart Association; Phi Theta Kappa held orientations on September 24 & 25; the Speech Team is preparing for their first tournament in November; Constitution Day was held on September 18, 2013 with the speaker being Liz Brown-Reeves, a SIC graduate and former Mike Madigan staff member and current lobbyist.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Mr. Hearn to approve the consent agenda which included the August 20, 2013, regular and closed session minutes, destroying tapes of the March 2012 closed session, and the Treasurers report and bills for August 2013 totaling $560,183.58 which included payroll in the amount of $145,313.68.
On roll call the following members voted:

Aye ___________ Nay
Ms. Lane
Mr. Hearn
Mr. Ellis
Dr. Barbre
Dr. York
Ms. York (Advisory vote)

Motion carried.

**Resolution to Adopt FY14 Budget**

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees adopt the following resolution:

Resolution to Adopt FY14 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 24th day of September, 2013, and notice of said hearing was given at least thirty days prior thereto as required by law though publication in the Southern Illinoisan, 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.

All members voted aye. Motion carried.

**Action Items**

Student Athlete Drug Testing Policy (Adoption)
A motion was made by Dr. Barbre seconded by Ms. Lane that the Board of Trustees approve to adopt the following Student Athlete Drug Testing policy (while the entire procedure was presented to the Board, the actual policy for adoption was the Statement of Purpose only):

**Drug Testing Statement of Purpose**

In order to promote the health and safety of the student-athlete, ensure the integrity of athletic contests in which a student-athlete participates in, and uphold the high standards of student development at the College, the Southeastern Illinois College Athletic Department conducts drug testing to further these goals. Because participation in Athletic Department officially sanctioned events is considered a privilege and is completely voluntary, all individuals who participate in athletic practices and/or competitions are subject to this policy as a condition of participation.

All members voted aye. Motion carried.

**Disposal of Welding Equipment**

A motion was made by Ms. Lane seconded by Mr. Hearn that the Board of Trustees approve the disposal of a piece of welding equipment, known as an ironworker. This piece of equipment is no longer in use and is in need of repairs that would exceed the value of the equipment. The ironworker has been valued at $500. In order to be in compliance with Board policy for the disposal of equipment valued at $500 and above, the Board must approve the equipment to be sold by a bid process. An ad will be placed in the local newspaper to accept bids for this piece of equipment and a waiting period of 14 calendar days will be observed for bids to be accepted before awarding to the highest bidder. If we do not receive bids, the equipment will be disposed of appropriately.

All members voted aye. Motion carried.

**Surplus Sale**

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve a request to conduct a surplus sale of materials and goods that are no longer of use to the institution.

All members voted aye. Motion carried.

**PTR 115 Fee Removal**

A motion was made by Mr. Morgan and seconded by Ms. Lane that the Board of Trustees approve the request to remove the course fee of $249 from the PTR (Personal Trainer) 115 course. The fee was initially added to the course to pay for the certification exam for the student upon course completion. After working with the first group of students who have completed the course, it was noted that there are various types of certification that the students may choose. The cost of the different types/levels of certifications varies. Due to this cost variation, it would be beneficial for the students to pay for the specific type of certification that they choose upon
successful completion of the course. The effective date for this change would be December 31, 2013.

All members voted aye. Motion carried.

**TEAS Fee Increase**

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees approve the Test of Essential Academic Skills (TEAS) fee be increased from $40.00 to $50.00, due to a cost increase incurred by Assessment Technology Institute (ATI). The effective date of this fee increase would be January 1, 2014.

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

A motion was made by Mr. Hearn and seconded by Dr. Barbre that the Board of Trustees approve the recommendations of the curriculum committee which consisted of the following:

(New Course) ART 281 Special Topics in Art II – This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Effective: January 1, 2014.

(New Courses) COM 147 Basic News Writing – Introduction to news writing including, the techniques of news gathering, reporting, and interviewing; the use of library and online database research methods; and other related skills. Students write basic stories under real time constraints. Effective: January 1, 2014.

(New Course) COM 148 Basic News Editing – Introduction to the principles and techniques of electronic editing, information management, and publication design emphasizing the editing of body copy and display type for maximum clarity and impact. Effective: January 1, 2014.

(Pre-Requisite Change) ECE 220 Practicum I – Current Pre-Requisite: ECE 141, ECE 121, ECE 142, ECE 115, ECE 114, ECE 143 and ECE 214 or consent of instructor. Students must also meet Illinois licensing requirements. Proposed Pre-Requisite: ECE 141, ECE 121, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143 and ECE 214 or consent of instructor. Students must also meet Illinois licensing requirements.

(Pre-Requisite Change) ECE 221 Practicum II – Current Pre-Requisite: ECE 121, ECE 141, ECE 142, ECE 115, ECE 114, ECE 143, ECE 214, ECE 240 and ECE 220 or consent of instructor. Students must also meet Illinois licensing requirements as enforced by Department of Children and Family Services. Proposed Pre-Requisite: ECE 121, ECE 141, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143, ECE 214, ECE 240 and ECE 220 or consent of instructor.
Students must also meet Illinois licensing requirements as enforced by Department of Children and Family Services.

(Change to Program) CECE - Early Childhood Education (Certificate) – Proposed Changes: Change title to Advanced Early Childhood Education. Remove CPR 113 and reduce the number of hours for the fall semester to 15. Change ECE 220 to ECE 220 or ECE 221* with a note that Practicum II may be substituted with Director’s permission. Change the minimum hours for the certificate to 30. Effective: January 1, 2014.

(Change to Program) DECE - Early Childhood Education (AAS Degree) – Proposed Changes: Remove CPR 113 and reduce the number of hours for the fall semester to 15. Add a note that MATH 151 does not apply to Gateway Credentials. Change the minimum hours for the certificate to 62. Effective: January 1, 2014.

New Certificates:
- Early Childhood Education – Level 2 (Certificate) – 12 hours
- Early Childhood Education – Level 3 (Certificate) – 28 hours
- Infant-Toddler Credential – Level 2 (Certificate) – 15 hours
- Infant-Toddler Credential – Level 3 (Certificate) – 34 hours
- Illinois Director Credential – Level 1 (Certificate) – 10 hours

Gateways Credentials represent professional achievement that endorses knowledge and skills, experience, and contributions in early care and education, infants and toddlers, and/or administration. The Gateways credentials are recognized by the State of Illinois and define what a practitioner working with children birth to age 8 should know and be able to demonstrate at various levels of training, education, and experience. The new certificates represent requirements for the different levels of achievement, as defined by the Gateways Credentials. Completion of these certificate programs will provide the students with the educational qualifications to move forward toward the credential. Effective: January 1, 2014.

(Course Change) PE 141 Swimming – Change the course to be repeatable 3 times. Effective: January 1, 2014.

(Change to Program) DFS – Fire Science (AAS Degree) – Proposed Changes: Based on discussions with SIU-C (Fire Science Management) Program Coordinator, the following content/course changes are being recommended with the Fire Science AAS Degree. The number of semester hours would not be impacted with these changes. MATH 151 and/or MATH 144 were required previously. MATH 128 was added as an option as well. ENG 122 was added as an option along with ENG 211. PSYC 121 was added as an option for students in addition to PSYC 131. FIRE 155 and FIRE 156 were replaced with FIRE 135, FIRE 159 and FIRE 170 which are all required courses in the Basic Operations Firefighter curriculum. The college does not currently offer FIRE 155 and FIRE 156; so these courses were outdated. The Humanities elective was a recommendation from the SIU-C program coordinator to replace CIS 119 Basic Applications. These changes will better align our program with SIU-C and follow recent changes to the state guidelines. Effective: January 1, 2014.

New Certificates:
- Truck/Heavy Equipment Driver (Certificate) – 13.5 hours
Healthcare Specialist – 12 hours
These certificates are being developed as part of a grant initiative with LWIA 26. The grant is a *Dislocated Worker Training National Emergency Grant* funded through the IL Department of Commerce and Economic Opportunity (DCEO). The grant is targeted for WIA eligible dislocated workers, specifically for those who have been long-term unemployed and those likely to exhaust their unemployment insurance benefits. The two programs being developed for this grant initiative include Truck-Heavy Equipment Driver and Healthcare Specialist. Both programs incorporate existing coursework offered through Southeastern Illinois College, and will be offered as reasonable, moderate extensions for the Diesel Technology Medium/Heavy Duty Truck and LPN programs respectively. Effective: January 1, 2014.

(Change to Program) DOR – Outdoor Recreation (AAS Degree) – Proposed Changes: Move BIOL 141 to first year fall semester and move natural sciences elective to second year fall semester (no change in credit hours). This revision better aligns the OUTR degree curriculum with the OUTR certificate curriculum. Under the electives, change OUTR 151 to 2 hours instead of 3, and add GIS 112, GIS 113, and GIS 114. Effective: January 1, 2014.


(Course Change) CRJ 151 Vice and Narcotics Control – Change the title to Drugs and Crime. Change the catalog description to: Examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. (Current Description: Study of the traditional and sociological developments in drug addiction and vice control. Includes effects of hypnotic drugs, current drug laws and control and investigation of liquor violations, bookmaking, gambling, lotteries, prostitution, and drug offenses. (Individuals who have taken LAWE 116 should not take this class.) Effective: January 1, 2014.

All members voted aye. Motion carried.

**Non-Action**

Conceal Carry Progress Update

Dr. Keating reported that information is now becoming available concerning implementation of the concealed carry legislation. The requirements for instructor certification are available and the state is currently accepting instructor applications. She said she met with Kerry Jones to work on further planning regarding options for offering a course, now that we have curriculum approval forms and clock hour guidelines. We would be utilizing our SAFE 171 Introduction to Basic Handgun Safety course, which has been on our books for many years and taught at different times in the past. The course serves as an elective in our Criminal Justice Program. The course would serve as an extension of our current program, and we would offer both the eight hour course for those who already have had an NRA course, as well as the full 16 hour course for those who need the entire 16 hour requirement. She noted we hope to utilize the Laser Shot
equipment in some manner within the course, as well, and to continue to offer the Utah Concealed Carry course for those who want to be able to carry in the 32 states where that card is honored. SIC’s curriculum approval forms are in process. She noted after careful consideration of our options for conducting the required live fire portion of the class, we plan to pursue the option of constructing our own outdoor range on SIC’s campus in the area near archery behind the fire science facility. Instructors would utilize our outdoor classroom for instruction, as well. The range would only be used for instructional purposes, with students always under the supervision of certified instructors. As recommended by Mr. Ghent, we would have complete control of the facility, and safety would be the highest priority. There would be no intent of opening it to the public, and therefore would not be in competition with local businesses for memberships. She said after the initial demand for the certification begins to slack off, there will continue to be a need for recertification classes. After five years of an individual’s initial certification, recertification is required. This will consist of a three hour course which also requires live fire as a part of that process. While too short in clock hours to be a college credit class, the recertification course would be a community education non-credit course, which would be fee-based. This will provide continued revenue for the program and facility. Additional research is underway to determine if additional institutional policy will be needed for implementation and compliance. We will follow advice from legal counsel and bring to the Board as soon as possible, if we find new policy is needed.

**Closed Session**

A motion was made by Ms. Lane and seconded by Mr. Morgan to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisitions of property, (9) student discipline, and (11) litigation. The board went into closed session at 6:50 p.m. On roll call, the following members voted:

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<td>Ms. Lane</td>
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<td>Dr. Barbre</td>
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<td>Ms. York (advisory vote)</td>
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A motion was made by Mr. Hearn and seconded by Dr. Barbre to reconvene into open session at 7:25 p.m.

**Personnel**

A motion was made by Mr. Ellis and seconded by Mr. Morgan to approve the following personnel items:
Resignation of Part-time Small Business Consultant
Accepted the resignation of Melody Bond, Part-Time Small Business Consultant, effective September 20, 2013.

Resignation of Part-time Saline County Chamber Administrative Assistant
Accepted the resignation of Amy Daugherty as Part-Time Saline County Chamber Assistant, effective September 25, 2013.

Resignation of Part-time Food Service Assistant
Accepted the resignation of Amy Vaughn as Part-Time Food Service Assistant, effective September 10, 2013.

Transfer of Controller to Interim Chief Financial Officer
Approved the transfer of David Wright, Controller, to the interim position of Chief Financial Officer, at a salary of $77,500, effective September 24, 2013.

Employment of Financial Aid Specialist
Approved the employment of Terrah Oldham as Financial Aid Specialist, effective September 25, 2013, at the beginning UMWA salary of $19,214.

Employment of CTE Liaison and Transition Coordinator
Approved the employment of Jim Butler as the part-time CTE Liaison and Transition Coordinator, for a salary $18.00 per hour up to 28 hours per week.

Advisory Council Recommendation (Applied Technology/IT)
Approved the following individuals be added to the Information Technology (IT) Business Advisory Council, beginning with the Fall 2013 semester:
John Lane, with Legence Bank, Eldorado
Tom Dunaway, with Legence Bank, Eldorado

Tentative Bargaining Agreement – SICEA
This item was tabled.

Tentative Bargaining Agreement – UMWA

Tentative Bargaining Agreement – Laborers’

Adjournment
There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre that the meeting adjourn. The meeting adjourned at 7:26 p.m.