



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT NO. 522  
Marsh Conference Room  
Belleville Campus  
October 15, 2008**

**CALL TO ORDER**

A meeting of the Board of Trustees of Southwestern Illinois College, District No 522, was held Wednesday, October 15, 2008 in the Marsh Conference Room of the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:01 p.m.

**ROLL CALL**

Trustees present:

Kenneth R. Joseph  
Nick Mance  
Robert G. Morton  
Richard Roehrkasse  
Philip L. Smith  
Eugene Verdu  
Sam Wolf  
Joyce Spencer, Student Trustee

**PUBLIC COMMENTS**

Jenn Lyke, Senior Income Development Representative from the American Cancer Society, Illinois Division, Metro East Regional Office, presented the Board of Trustees a plaque in appreciation of Southwestern Illinois College's participation as an inaugural year host site for "Making Strides Against Breast Cancer" event. Approximately 1400 individuals walked and raised over \$70K. Ms. Lyke paid special thanks to Vice President Clay Baitman, Executive Assistant Donna Watson, and the Physical Plant staff for their invaluable support and efforts which made the event a huge success.

**CONSENT AGENDA**

Chairman Mance referred to the consent agenda items to be considered by the Board of Trustees. Mr. Mance asked if any trustee desired to have any items removed from the consent agenda in order to have them considered separately. Trustee Morton requested that Item X.I.1. 403(b) Plan Compliance Service Agreement be pulled from the consent agenda, to be considered separately.

Mr. Morton stated the consent agenda incorrectly listed the retirement of Robert J. Hilgenbrink as a resignation and requested the error be corrected.

**MOTION 10-15-08:01**

Mr. Morton moved, seconded by Mr. Wolf, to:

- approve the minutes of the regular Board meeting of September 17, 2008 and the special Board meeting of September 29, 2008;
- approve the bills:

Education Fund	\$3,840,060.06
Operations & Maintenance Fund	308,408.11
Operations & Maintenance Fund Restricted	425,097.83
Restricted Purposes Fund	193,874.31
Trust & Agency Fund	36,148.47
Audit Fund	1,182.56
Liability, Protection & Settlement Fund	60,299.17
Self Insurance Fund	30,701.69
 Grand Total All Funds:	 \$4,895,772.20

- approve amendments to Board Policy 4013, Student Record Privacy;
- approve amendments to Board Policy 4027, Identification Cards;
- approve Modification No. 5 in the amount of \$9,670.00 to EDM Incorporated, St. Louis, Missouri for additional design fee for review of “Echocomet” Art-in-Architecture piece;
- approve Memorandum of Understanding between Southwestern Illinois College and the St. Clair County Health Department/East Side Health District to allow for facility use at the Belleville Campus;
- approve Memorandum of Understanding between Southwestern Illinois College and the government of St. Clair County to provide for the installation of a civil defense siren at the Belleville Campus, subject to review and approval by the college attorney;
- approve the proposed Protection, Health, and Safety (PHS) Applications for FY2010 to replace the flooring and lighting in the 500 area at the Sam Wolf Granite City Campus in the amount of \$500,000 and to replace the HVAC and roof at the Sam Wolf Granite City Campus in the amount of \$1,500,000, for a total of \$2,000,000 and to submit the required application forms to the ICCB;
- award the lowest responsible bid for athletic team travel, winter sports, to Holiday Tours, Inc., Millstadt, IL in the amount of \$16,027.00;

- accept revised continuing grant from the Department of Human Services for the Refugee Immigrant Citizenship Initiative in the amount of \$24,230 for the period July 1, 2008 through June 30, 2009 to assist legal immigrants in attaining citizenship; (Note: In June the Board approved the grant in the amount of \$25,000. Due to state budget cuts, the grant was reduced by 3%.)
- accept renewal of Illinois Secretary of State FY08 Family Literacy grant in the amount of \$35,000 for the period July 1, 2008 through June 30, 2009 to help increase the literacy skills of parents and children in Cahokia, Alorton and Centreville in cooperation with the Cahokia Public Library and Cahokia Unit School District 187;
- accept new National Endowment for the Arts “Challenge America: Reaching Every Community” grant in the amount of \$10,000 for the period September 1, 2008 through October 31, 2009 in support of a colored pencil art exhibition;
- accept renewal of U. S. Department of Education “Child Care Access Means Parents in School” grant in the amount of \$71,480 for the period October 1, 2008 through September 30, 2009 to assist families to receive quality childcare;
- approve renewal of cooperative agreement between Illinois Eastern Community Colleges, District #529 and Southwestern Illinois College, District #522 to provide a wide range of educational services at the lowest possible cost to the students of Southwestern Illinois College and Illinois Eastern Community Colleges;
- approve renewal of agreement between BJC Corporate Health Services, dba BarnesCare, St. Louis, Missouri and Southwestern Illinois College, District #522 to permit allied health students (currently Physical Therapist Assistant) to utilize the clinical facility, subject to review and approval by the Board’s attorney;
- approve renewal of facility agreement between Discovery Youth Center, Red Bud, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- approve renewal of facility agreement between Jack & Jill Child Development Center, Inc., Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- approve renewal agreement between O’Fallon Child Care & Learning Center, O’Fallon, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- approve new facility agreement between O’Fallon District #90, O’Fallon, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to

students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College, subject to review and approval by the Board's attorney;

- approve new facility agreement between The Apple Tree Kids Club Child Care Center, Inc., Red Bud, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College, subject to review and approval by the Board's attorney;
- accept gifts to the college;
- approve course fee adjustments;
- approve the 2009-2010 and 2010-2011 Academic Calendars;
- approve the 2009-2010 Aviation Maintenance Technology Academic Calendar;
- accept the retirement of Robert J. Hilgenbrink, Vice President for Administrative Services, effective close of business January 31, 2009;
- appoint Mary Birk as a full-time Admissions and Registration Clerk in the Enrollment Services Department effective November 3, 2008 at Grade 4 of the 2008-2009 SWIC Educational Employees IFT-AFT Local 6224 salary schedule at an annual salary of \$25,314;
- renew the Long Term Disability insurance policy with Aetna for the 2009 plan year at the current rate of \$.35 per \$100 of covered monthly salary for the period January 1, 2009 through December 31, 2009;
- renew dental insurance coverage for the 2009 plan year at the existing monthly premium rates with Fort Dearborn;
- approve the Mutual of Omaha proposal to provide stop loss coverage for the 2009 medical plan at the following rates:

Stop Loss Deductible	\$ 100,000
Total Insurance Premium	\$ 269,694
Maximum Claim Liability	\$3,714,840

- approve the recommended monthly rates for the 2009 medical plan:

HMO/Single	\$ 388	PPO/Single	\$ 504
HMO/Family	\$1,198	PPO/Family	\$1,534

- extend the employment contract of Dr. Elmer H. Kirchoff until January 2009.

Upon a roll call vote, those members voting aye were Ms. Spencer (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, Mr. Wolf and Mr. Mance. Nays: None. **PASSED**

### **PLANNING AND POLICY COMMITTEE REPORT**

Chairman Joseph stated as a result of the October 6 committee meeting, he requested and Board Chair Mance directed the topic of arming the college's commissioned Public Safety officers be placed on the agenda for discussion.

A request from Norm Frese, president of the Illinois Council of Police (ICOPS) was sent to the college president requesting the college revisit ICOPS' request of arming the college's commissioned Public Safety officers. Mr. Verdu proposed the Board of Trustees hold a special meeting to discuss this issue. He stated arming the college's commissioned officers would change the complexity of our campus.

Chairman Mance stated there are many components to consider before making the decision to arm the officers. He directed administration to provide background information concerning training issues; cultural issues; what other institutions do; expense; cost benefits and a comparison of unarmed vs. armed officers. This information will then be presented at the Personnel, Programs and Services Committee.

Mr. Roehrkasse asked if it was feasible to have this information together by the November meeting of the Personnel, Programs and Services Committee. He suggested scheduling a special meeting between that meeting and the regular meeting of the Board of Trustees. Chairman Mance directed Mr. Hilgenbrink to provide the requested information to present at the November committee meeting.

### **FACILITIES AND FINANCE COMMITTEE REPORT**

Mr. Roehrkasse stated he had no additional items.

### **PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT**

Chairman Morton presented the 403(b) compliance service agreement which was pulled from the consent agenda. This agreement with Gatekeeper as a Third Party Administrator (TPA) would be responsible for compliance with the new federal regulations concerning 403(b) plans. The agreement would begin October 16, 2008, at a start-up cost of \$4,500, with an ongoing cost of \$450 per month.

Mr. Morton moved, seconded by Mr. Smith, to contract with Gatekeeper for 403(b) plan compliance services beginning October 16, 2008 with a 60-day termination notice by either party, at an estimated start-up cost of up to \$4,500 and an ongoing cost of \$450 per month, subject to review and approval by the college attorney. Upon a roll call vote, those members voting aye were Ms. Spencer (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, Mr. Wolf and Mr. Mance. Nays: None. **PASSED**

### **REPORTS**

#### **President's Report**

Student Trustee Joyce Spencer has been chosen to receive the Lincoln Academy Student Laureate Award representing the Illinois Community College system. Only

one representative from community colleges in the entire state is chosen, while each university has one representative from its institution...so this is truly a prestigious honor. A special ceremony honoring all Student Laureates will be held on Saturday, October 18 in the Hall of Representatives, Old State Capitol, in Springfield. Governor Rod Blagojevich will present the awards. Congratulations, Joyce. You represent SWIC extremely well and we are very proud of you!!!

Congratulations are also in order to Vice President Rob Hilgenbrink and Controller Tammy Clark. The Executive Committee of Community College Business Officers Association has selected Mr. Hilgenbrink as a 2008 Outstanding Chief Business Officer Award winner and Ms. Clark as a 2008 Outstanding Business Officer Award winner. They will be recognized at the Annual International Conference in Corpus Christi TX this November. Congratulations, Rob and Tammy!

Congratulations and a huge thank you to Vice President Clay Baitman for his tireless efforts in arranging the Breast Cancer Walk at the Belleville Campus on October 4. As has been noted, SWIC's efforts were nothing short of amazing!

My Third Month in Office

Provided welcome for Racial Harmony - "Challenge 12 Graduation"

Met with Greg Griggers, Rhonda Sauget and Lori Usher from Midcoast Aviation.

Met with Peter deQuattro, Vice Presidents Baitman, Hilgenbrink, and Thaxton, and Selsius Director Lynette Rienbolt regarding the Prairie State Energy Campus.

Attended MAWIB Youth Council Meeting

Attended Leadership Council Southwestern Illinois meeting at Regency Center, O'Fallon

Attended SWIC Annual Partnership Day with area high schools luncheon

Attended 2008 Summer Olympic Gold Medalist Dawn Harper Celebration of Success at the East St. Louis Senior High School Cafeteria

Met with Brian Chapman from Dr. Poschard's office regarding IDOT partnership with private institutions and ICCB/IBHE updates

Photographed with six scholarship donors and the scholarship recipients. The photos are signed, framed and sent to the Foundation scholarship donor.

The Red Bud Campus hosted a Mini Job Fair today with 22 employers registered.

The Generations of Success dinner will be held November 21 at the Regency Conference Center in O'Fallon. This program recognizes former SWIC students for their personal and professional achievements. This year's recipients include:

Dr. Georgia Costello, President of Southwestern Illinois College  
Major General William Enyart, Adjunct General, Illinois National Guard  
Charles “Chip” Gray, Mayor, Village of Swansea  
Dawn Mushill, Exec Director, Troy/Maryville Area Chamber of Commerce  
Wayne Schlosser, Schlosser Advertising/Public Relations

The Duquesne University Tamburitzans will perform at 7 p.m. on November 22nd at the Granite City High School auditorium, with proceeds benefitting the John Bellcoff Scholarship. Contact Beverly for tickets.

The United Way Silent Auction was held October 7th and 8th at the Sam Wolf Granite City Campus (SWGCC) raised over \$4,500.

The SWGCC hosted the Culinary Challenge on October 10th in The Commons. Each school received \$1000 from PFG Middendorf. Participants included St. Louis Community College, SWIC, East Central College and the winning participant L'Ecole Culinaire.

Flu shots are currently scheduled at the Belleville Campus for November 19 from 1-3 p.m. Additional dates are available in October and November at PSOP. Call 234-4410 ext. 7030 or 7033 for more information.

“Brighton Beach Memoirs” is this year’s Three Act Play and Dinner Theatre. The play begins November 15 and the Dinner Theatre is on November 16. Contact Beverly for tickets.

The fall “Kick-off” Banquet for the Legacy Program was attended by over 150 first-generation college students and their guests. The banquet provided an opportunity to introduce students to the benefits of participating in the program.

From September 15 to October 15, the Minority Transfer and Multicultural Student Services Center provided cultural information and activities to over 400 students, faculty and staff in observance of Hispanic Heritage Month.

The fourth annual Transfer Night was held September 25 on the Belleville Campus. This event attracted a record 20 colleges/universities to the mini College Fair. The event is designed to help students transfer from SWIC to a four year school.

The Career Activities and Employment Center will be hosting four job fairs across the district during October and November providing students and community members with the opportunity to meet with over 125 employers. The Career Center partnered with several agencies in sponsoring the Jobs Plus 2008 Job Fair in September at the Gateway Convention Center with 59 employers attending.

On September 25, Harper Barnes presented a reading from his book, “Never Was a Time”, about the East St. Louis 1917 race riot, to 75 people in the Schmidt Art Center.

Representatives from Kaskaskia College visited the Art Center on October 1 to review programming and gallery exhibit areas. Kaskaskia is opening a gallery on campus and considered the Schmidt as a model for programming.

Tonight the Schmidt is hosting the Math & Science Department dinner for guest lecturer Tyrone Hayes.

Student Trustee Spencer celebrated her birthday October 5. Trustee Roehrkasse celebrated his birthday October 11. Chairman Mance will celebrate his birthday October 18. Busy month for birthdays! Trustees, please accept our best wishes and thanks for all you do for Southwestern Illinois College. Congratulations!

### **ICCTA Report**

Mr. Joseph reported that Board Chair Nick Mance will attend the ACCT Conference in New York the end of the month.

The ICCTA meeting and seminar will be held November 13-15, 2008 in Chicago. Several trustees and the college president plan to attend the meeting.

### **Attorney's Report**

Mr. Hoerner reported SB 2293 adopted October 3, 2008 amends the minimum threshold from \$10,000 to \$25,000 for purchases of supplies/materials and \$15,000 to \$50,000 for small construction projects. Mr. Hilgenbrink will be forwarding a proposed Board policy change to the Planning and Policy Committee indicating these new figures.

### **MISCELLANEOUS**

The December meeting of the Board of Trustees will be held at PSOP, 201 North Church Street in Belleville. The Board has not met this year at that location.

### **ADJOURNMENT**

Mr. Morton moved, seconded by Mr. Smith, to adjourn the meeting at 6:46 p.m. The motion carried.

Approved: **11-19-08**

Respectfully submitted,

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Nick J. Mance  
Chairman of the Board of Trustees

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Beverly J. Fiss  
Secretary to the Board of Trustees