



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT NO. 522  
History Room  
Sam Wolf Granite City Campus  
April 23, 2008**

**CALL TO ORDER**

A meeting of the Board of Trustees of Southwestern Illinois College, District No 522, was held Wednesday, April 23, 2008 in the History Room of the Sam Wolf Granite City Campus, 4950 Maryville Road, Granite City, Illinois. Chairman Nick Mance called the meeting to order at 6:00 p.m.

**ROLL CALL**

Trustees present: Kenneth R. Joseph  
Nick Mance  
Robert G. Morton  
Richard Roehrkasse  
Philip L. Smith  
Eugene Verdu  
Sam Wolf

Trustee absent: Tammy Gibson, Student Trustee

**OATH OF OFFICE TO NEWLY-ELECTED STUDENT TRUSTEE**

Mr. Mance directed the Board Secretary to administer the oath of office to the newly-elected student trustee from the Sam Wolf Granite City Campus, Joyce Spencer. Ms. Spencer is a resident of Madison, Illinois. She is pursuing an Associate of Arts degree and plans to transfer to SIUE in the summer of 2009. She is the PTK Treasurer; a Student Board Advisor for TRIO; and a student worker for the Counseling Office at the SWGCC.

**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**

There were no public comments.

**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. Mr. Morton requested that Item K.1. be pulled from the consent agenda.

**MOTION 04-23-08:01**

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

- approve the minutes of the regular Board meeting of March 19, 2008;
- approve the bills:

Education Fund	\$1,538,604.18
Operations & Maintenance Fund	560,748.80
Operations & Maintenance Fund Restricted	351,640.34
Restricted Purposes Fund	1,806,478.41
Trust & Agency Fund	94,725.25
Liability, Protection & Settlement Fund	31,336.80
Self Insurance Fund	30,239.78

Grand Total All Funds: \$4,413,773.56

- adopt amendments to Board Policy #7002 and Administrative Procedure #7002AP, Smoke Free Procedures;
- adopt amendments to Administrative Procedure #7013AP, Telephone Service;
- approve first reading of proposed amendments to Administrative Procedure #4006AP, Academic Standards;
- award the lowest responsible bid for Epson data projectors at the Belleville Campus to W. Schiller & Co., Inc., St. Louis, Missouri in the amount of \$18,084.00;
- award the lowest responsible bid for Haas CNC equipment at the Sam Wolf Granite City Campus to Haas Factory Outlet, Maryland Heights, Missouri in the amount of \$50,566.00;
- accept audit firm letter of understanding to audit the financial statements of Southwestern Illinois College as of and for the year ending June 30, 2008;

- accept audit firm letter of understanding to audit the Illinois Board of Higher Education Cooperative Work Study Program Grant administered by Southwestern Illinois College for the period ending June 30, 2008;
- accept audit firm letter of understanding to audit the Higher Education Cooperation Grant Fund, Diversity Grant administered by Southwestern Illinois College for the period ending August 31, 2008;
- renew ATS “A” grant from the City of Belleville in the amount of \$40,000 for the period April 1, 2007 through March 31, 2008 to provide funding for vehicle expenses incurred in transportation of the elderly and disabled through ATS; this is the 30<sup>th</sup> year for this grant;
- approve new agreement between Michigan State University, East Lansing, Michigan and Southwestern Illinois College, District #522 to permit Michigan State University Masters degree students to assist in the instruction of Southwestern Illinois College nursing students; teaching experiences will be both in the classroom and in a clinical area under the direct supervision of a Southwestern Illinois College nursing faculty preceptor;
- approve renewal of agreement between SSM Health Care St. Louis (owning and operating SSM Rehab, St. Louis Missouri) and Southwestern Illinois College, District #522 to permit Physical Therapist Assistant program students to utilize the clinical facility;
- approve amendment to agreement between SSM Cardinal Glennon Children’s Hospital, St. Louis, Missouri and Southwestern Illinois College, District #522 to identify the most current term dates for the agreement which will permit respiratory care program students to continue utilization of the clinical facility;
- approve amendment to agreement between SSM Cardinal Glennon Children’s Hospital, St. Louis, Missouri and Southwestern Illinois College, District #522 to identify the most current term dates for the agreement which will permit nursing education students to continue utilization of the clinical facility;
- approve new agreement between Southern Illinois Law Enforcement Commission, Belleville, Illinois and Southwestern Illinois College, District #522 to permit the Commission to provide instructors and facilities for teaching our AOJ 102, Public Safety Telecommunications course for individuals interested in pursuing a career as a dispatcher;
- approve course fee adjustments;
- accept gifts to the college;
- approve the tentative list of graduates for the 2008 Spring Semester;

- approve the curriculum of Southwestern Illinois College as presented in the ICCB Curriculum Master File dated February 26, 2008;
- approve new Massage Therapy Associate of Applied Science degree;
- approve weekly fee option for Kids' Club Child Care effective August 1, 2008;
- award faculty tenure effective August 16, 2008 to Carla Bills, Psychology; Gary Gardner, Nursing Education/Nurse Assistant; Jaime Manche, Mathematics; Steven Moiles, English; and Catina Scott Williams, Psychology;
- extend the tenure review period of Jessica Baack, assistant professor of Biology, for one semester to allow for evaluation of six semesters of instruction;
- accept notification of declination of employment from Kelli Knight for the position of Community Services Coordinator/Evening Supervisor;
- approve salary adjustments for College Activity sponsorships effective August 1, 2008;
- approve settlement of grievance filed by SWIC Educational Employees, IFT-AFT, Local 6224 on behalf of member Franklin Butts;
- approve settlement of grievance filed by SWIC Educational Employees, IFT-AFT, Local 6224 on behalf of full-time ATS employees; and
- authorize partial student support for Dedria K. Rongey to attend College of DuPage in the Long-Term Care Administrator program Summer 2008, Fall 2008 and Spring 2009 semesters; and Heather Shapiro to attend Lewis and Clark Community College in the Supported School to Work program Fall 2008 semester.

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

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

Chairman Joseph reported the committee had no additional items.

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

Chairman Roehrkaske stated the college attorney will discuss in his report emergency repairs at the Belleville Campus. Mr. Roehrkaske also directed the Board Secretary to re-poll the trustees as to their availability for a special meeting to hear presentation of Vision 2020 (Master Site Plan.)

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

Chairman Morton reported the committee had no additional items.

## **EXECUTIVE SESSION**

*Mr. Morton moved, seconded by Mr. Smith, to move into Executive Session at 6:15 p.m. for the purpose of discussing personnel. The motion carried. Mr. Joseph moved, seconded by Mr. Morton, to return to regular session at 6:38 p.m. The motion carried.*

## **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

There was no action taken as a result of Executive Session.

## **REPORTS**

### **President's Report**

Dr. Kirchoff commended Provost Gary Gray and his staff concerning how great the campus looks. The facility is always immaculate.

Dr. Kirchoff made a presentation of Vision 2020 today at the Madison-Bond and Mid-America Workforce Investment Boards' meeting at the Convention Center in Collinsville.

The following upcoming events were noted:

- Partnership Breakfast:** Friday, April 25 at 7:30 a.m.
- Student Recognition Breakfast:** Saturday, April 26 at 8:00 a.m.
- Fire Science Open House:** Saturday, April 26 at 10:00 a.m.
- Congressional Prayer Breakfast:** Monday, April 28 at 7:30 a.m.
- Board Awards Dinner:** Monday, April 28 at 6:00 p.m.
- PTK Induction Ceremony (RBC):** Thursday, May 1 at 7:00 p.m.
- Employee Recognition Ceremony:** Friday, May 9 at 3:15 p.m.
- Allied Health Pinning Ceremony:** Tuesday, May 13 at 7:00 p.m.
- Graduation:** Thursday, May 15 at 7:00 p.m.
- SWGCC Annual Golf Scramble:** Friday, May 16 at 7:00 a.m.
- Board Meeting:** Wednesday, May 21 at 6:00 p.m.
- GED Graduation:** Wednesday, May 21 at 7:00 p.m.
- Community Leaders' Breakfast:** Thursday, May 22 at 7:30 a.m.

The Faculty Union has invited the Board of Trustees and administration to its after graduation party, which is Thursday, May 15.

The Belleville Senior Celebration will take place May 9 from 10:00 a.m. to 2:00 p.m. at PSOP.

The Madison County Senior Celebration will be held June 6 at Sam Wolf Granite City Campus from 10:00 a.m. to 2:00 p.m.

The Senior Companion Recognition Banquet will be held at PSOP in Feurer Hall on May 16 at 11:00 a.m.

GED graduation will be held at 7:00 p.m., Wednesday, May 21, in the Belleville Campus Varsity Gym.

On March 28 at the Gateway Center in Collinsville, approximately 20 of the 124 new U.S. citizens who took the naturalization oath were current or former SWIC students who completed the Citizenship preparation class through Adult Education.

Kurt Range, Horticulture Coordinator, organized and hosted the sixth annual High School Horticulture Judging and Agriculture Business Competition here on the Belleville Campus on Wednesday, March 26. Eighty students from seven area high schools participated.

Dr. Kirchoff stated it is with deep regret and bittersweet feelings that he read the attached letter to the Board of Trustees indicating his decision to vacate the college presidency on or about July 1, 2008. After a standing ovation, Chairman Mance stated the Personnel, Programs and Services Committee will discuss the transition process at the next committee meeting May 12, 2008.

### **ICCTA Report**

Mr. Joseph provided an update of the ICCTA Board of Representatives meeting held March 15, 2008 in Oak Brook, Illinois. Tom Bennett from Parkland; James Polk from Illinois Central; and Jody Wadwha from Oakton will be running for board/committee posts during the ACCT Annual Congress this fall in New York.

The next ICCTA Board of Representatives meeting will be held in conjunction with Lobby Day on April 29-30, 2008 at the President Abraham Lincoln Hotel in Springfield.

### **Attorney's Report**

Mr. Hoerner presented a resolution for adoption to facilitate timely repair of the modular units at the Belleville Campus. Repair work would be completed over the summer to have units ready for classes at the start of the fall semester. There would not be sufficient time to obtain regular sealed bids and have the units repaired this summer. The staff has obtained three quotes and expects to proceed with Board approval with the lowest responsible quotation to accomplish the specified repair work.

### **MOTION 04-23-08:02**

Mr. Roehrkas moved, seconded by Mr. Morton, to adopt by title only A Resolution Approving and Authorizing Emergency Repairs of Modular Units. Following a voice vote, the motion carried.

### **MOTION 04-23-08:03**

Mr. Roehrkas moved, seconded by Mr. Morton, to adopt A Resolution Approving and Authorizing Emergency Repairs of Modular Units. Upon a roll call vote, those members voting aye were Ms. Spencer (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkas, Mr. Smith, Mr. Verdu, Mr. Wolf and Mr. Mance. Nays: None. Absent: None **PASSED**

### **MISCELLANEOUS**

The annual Board Awards Dinner will be held Monday, April 28, 2008 at The Shrine Restaurant in Belleville, Illinois.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Joseph, to adjourn the meeting at 6:55 p.m. The motion carried.

Approved: **05-21-08**

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



**Office of the President**

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April 23, 2008

Board of Trustees  
Southwestern Illinois College  
2500 Carlyle Avenue  
Belleville IL 62221

Dear Trustees:

I deeply value the strong relationship we have developed over these last ten years. The College has undergone many positive changes and has achieved its highest enrollments during this period. These years are the capstone of my long career in education, and I thank you for the opportunity to serve you, our students, and our district.

It is time you know of my intention to transition from my present role with the College. Southwestern needs to proceed to identify my successor as president. I am concerned that prolonging this difficult decision places a heavy burden on the Board and the College as a whole.

There are transition strategies that will permit the accession of the new president and provide for appropriate continuity between my administration and that of my successor. I will be glad to work with you on these arrangements and would be honored to discuss any continuing assignments that you may wish me to pursue.

I hope to transition from the presidency on or about July 1, 2008. I will be available immediately thereafter to assist the new president and the Board of Trustees.

My success as your president is founded on the great trust and cooperation that I enjoyed from this Board. Together we have made great progress for the people of our district, and I truly believe that our greatest opportunities are still ahead of us.

With deepest appreciation,

Elmer H. Kirchoff, Ph.D.  
President