



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Red Bud Campus
Performing Arts Room
April 22, 2015**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, April 22, 2015 in the Performing Arts Room at the Red Bud Campus, 500 West South Fourth Street, Red Bud, Illinois. Chairman Nick Mance called the meeting to order at 6:03 p.m.

ROLL CALL

Trustees present:

Dr. Harry Briggs
Kenneth R. Joseph
Nick Mance
Robert G. Morton
Nicholas Raftopoulos, Student Trustee
Richard Roehrkasse
Philip L. Smith

Trustee absent:

Eugene Verdu

SEATING OF STUDENT TRUSTEE

Chairman Mance presented outgoing student trustee Nicholas Raftopoulos a plaque of appreciation for his year on the Board of Trustees. Mr. Raftopoulos thanked the trustees, President Costello, Mr. Hoerner and Ms. Fiss for helping him through one of the best years of his life. Mr. Raftopoulos also thanked the students who elected him and gave him the opportunity to serve them. He congratulated the incoming student trustees and stated he hopes she enjoys it as much as he did.

Chairman Mance asked the newly-elected student trustee Savannah Stellhorn to come forward and directed the Board Secretary to administer the oath of office. Ms. Stellhorn was elected from the Red Bud Campus to serve as the student trustee for the 2015-2016 term. She is pursuing an Associate degree from Southwestern and plans to transfer to a four-year institution to complete her degree.

ROLL CALL

Trustees present:

Dr. Harry Briggs
Kenneth R. Joseph
Nick Mance
Robert G. Morton
Richard Roehrkasse
Philip L. Smith
Savannah Stellhorn, Student Trustee

Trustee absent:

Eugene Verdu

APPOINTMENT OF TEMPORARY CHAIRPERSON

Mr. Morton moved, seconded by Mr. Smith, to appoint college attorney Garrett Hoerner temporary chairperson for the purpose of electing a chairperson of the Board of Trustees. Following a voice vote, the motion carried.

ELECTION OF CHAIRPERSON

Chairman pro-temp Hoerner requested nominations for chairperson to serve a two-year period. Mr. Morton moved, seconded by Dr. Briggs, to nominate Nick Mance as Chairman of the Board of Trustees.

Dr. Briggs moved, seconded by Mr. Morton, to close the nominations. Following a voice vote, the motion carried.

Upon a roll call vote, those members voting aye for Nick Mance as Chairman of the Board of Trustees were Ms. Stellhorn (Opinion), Dr. Briggs, Mr. Joseph, Mr. Morton, Mr. Roehrkasse, and Mr. Smith. Nays: None. Absent: Mr. Verdu. Present: Mr. Mance. **PASSED**

ELECTION OF VICE CHAIRPERSON

Chairman Mance asked for nominations for vice chairperson of the Board of Trustees. Mr. Joseph moved, seconded by Mr. Morton, to nominate Richard Roehrkasse to serve as Vice Chairman of the Board of Trustees.

Dr. Briggs moved, seconded by Mr. Joseph, to close the nominations. Following a voice vote, the motion carried.

Upon a roll call vote, those members voting aye for Richard Roehrkasse as Vice Chairman of the Board of Trustees were Ms. Stellhorn (Opinion), Dr. Briggs, Mr. Joseph, Mr. Morton, Mr. Roehrkasse, and Mr. Smith. Nays: None. Absent: Mr. Verdu. Present: Mr. Mance. **PASSED**

MEETING DAY, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF TRUSTEES

Mr. Roehrkasse moved, seconded by Mr. Smith, to ratify the action taken by the Board of Trustees at its December 17, 2014 meeting setting the meeting schedule for 2015. Following a voice vote, the motion **PASSED**.

BOARD OF TRUSTEES COMMITTEE APPOINTMENTS

Chairman Mance stated he may make committee appointments at the May meeting of the Board of Trustees. He will also name the ICCTA Representative at that time.

PUBLIC COMMENTS

There were no public comments.

OATH OF OFFICE-COMMISSIONED PUBLIC SAFETY OFFICERS

Board Chair Mance directed the Board Secretary to administer the oath of office to Commissioned Public Safety Officer Clayton Proffitt, who was appointed March 30, 2015.

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. There were no items pulled from the consent agenda.

MOTION 04-22-15:01

Dr. Briggs moved, seconded by Mr. Morton, to:

- approve the minutes of the regular Board meeting of March 30, 2015 and the special Board meeting of March 30, 2015;

- approve the bills:

Education Fund	\$1,766,097.20
Operations & Maintenance Fund	268,278.65
Operations & Maintenance Fund Restricted	460,478.24
Restricted Purposes Fund	212,739.97
Trust & Agency Fund	15,328.69
Audit Fund	11,435.00
Liability, Protection & Settlement Fund	31,823.88
Self Insurance Fund	112,961.11

Grand Total All Funds:	\$2,879,142.74
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- adopt proposed amendments to Board Policy 3023, Substance Abuse/Employees, and Board Policy 4020, Substance Abuse/Students;
- approve Change Order #002 to Korte & Luitjohan Contractors, Highland, IL in the amount of \$41,722.80 for Sam Wolf Granite City Campus Restroom Renovations project;
- approve the 2015 hourly billing rates for architectural and engineering services provided by Ittner, Millennia (formerly Hoelscher) and Hurst-Rosche effective January 1, 2015;
- ratify facilities usage agreement between Southern Illinois University Carbondale and Southwestern Illinois College to allow motorcycle rider training courses at the Belleville Campus;

- award the lowest responsible bid for a Vibralign Shaft Alignment System to Vibralign, Inc., Richmond, VA in the amount of \$41,395.00;
- award the lowest responsible bid for Lincoln E-Cell Robots to Cee Kay Supply, Inc., St. Louis, MO in the amount of \$59,745.00;
- approve the FY 2015 Audit Engagement Letter with CliftonLarsonAllen, Belleville, IL at a cost of \$41,000.00 plus fees per program audits;
- upgrade the Avaya telephone system in the total amount of \$201,140.69;
- approve renewal agreement with Mid-America Advertising, Inc., Collinsville IL in the amount of \$28,200.00 for the period May 3, 2015 through November 2, 2015 to provide electronic and static billboard advertising;
- approve renewal agreement with Direct Media USA, St. Louis, MO in the amount of \$31,095.00 for the period April 20, 2015 through October 4, 2015 to provide Metro Link advertising;
- approve renewal agreement with In Focus Outdoor, Belleville IL in the amount of \$9,960.00 for the period May 1, 2015 through October 31, 2015 to provide static-message billboards at Route 161 and West Boulevard and at Route 203 and Highway 70;
- accept renewal of the ATS 'C' Stookey Township grant in the amount of \$2,000 for the period April 1, 2014 through March 31, 2015 to provide funding for operational and administrative support of ATS incurred in the transportation of the elderly in Stookey Township;
- approve renewal agreement between Cisco Networking Academy and Southwestern Illinois College, District #522 to allow faculty and students to have continued access to the Academy's curriculum;
- approve new agreement between Troy Fire Department, Troy, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- approve renewal facility agreement between St. Anthony's Medical Center, St. Louis, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- approve new facility agreement between Fountain View Manor Memory Care, Granite City, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- approve renewal agreement between Abra-Kid-Abra and Southwestern Illinois College, District #522 to offer a variety of programs developed in conjunction with SWIC's Community Education as part of the 2015 College for Kids program;

- approve renewal agreement between Mad Science of St. Louis and Southwestern Illinois College, District #522 to offer the Mad Science Program as part of the 2015 College for Kids summer program at SWIC;
- approve renewal of Running Start Homeschool Agreement template and Southwestern Illinois College, District #522 to provide the structure to facilitate the Running Start Program with homeschooled students;
- approve renewal agreement between O’Fallon Township High School District #203 and Southwestern Illinois College, District #522, to provide the structure to facilitate the Running Start Program with O’Fallon District #203;
- accept gifts to the college;
- approve new course fee;
- approve the curriculum of Southwestern Illinois College as presented in the ICCB Curriculum Master File dated February 28, 2015;
- accept the resignation of Julie Stellhorn, College Activities Administrative Assistant at the Belleville Campus, effective close of business April 7, 2015;
- accept the resignation of Lauren Theuerkauf, Financial Aid Technical Support Specialist at the Belleville Campus, effective close of business March 27, 2015;
- appoint Robert Hall to the full-time administrative position of Print Services Manager at an annual salary of \$32,400.00 effective May 1, 2015 with employment subject to the provisions of the Personnel Procedures for Administrators. Please note that because the originally-contemplated salary of \$43,000 exceeds the current SURS 6% guidelines established by the Board of Trustees, administration will recommend future annual salary increases of 6% over his previous year’s SURS earnings until he has received the full contemplated salary increase due for the promotion;
- ratify the hire of part-time and temporary faculty and staff according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff; and
- authorize partial student support for Sarah Kunz to attend Parkland College in the Geographic Information Systems program for the Fall 2015, Spring 2016 and Summer 2016 semesters.

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

PLANNING AND POLICY COMMITTEE REPORT

Chairman Joseph stated he had no additional report.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkafe reported he had no additional items.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton reported he had no additional items.

REPORTS

President's Report

Each month the Instructional Division will provide a report entitled Professional/Scholarly/Service Activities which will highlight faculty members and their accomplishments. These reports are provided to the trustees and will be made a part of the public record.

Red Bud Workforce Development Project

SWIC staff began meeting in February with representatives of the City of Red Bud and Red Bud area industries. Members of the local community approached college staff for assistance in developing and attracting a greater pool of workforce candidates for the local industries.

Led by Vice President Clay Baitman, the college team included Selsius Director Lynette Rienbolt; Dean of Technical Education Programs Brad Sparks; and Campus Executive Director and Associate Dean for Instructional Services Mike Reed. The team has met with community representatives on three occasions to assess the needs and services the college is able to provide.

The project is focusing on five action plans addressing three primary issues of concern, to be completed jointly by Southwestern Illinois College and the City of Red Bud:

1. Expand the geographic pool of potential job applicants.
2. Explore offering a short sequence of technical education classes designed to teach a set of generic, entry-level employee skills common to the majority of industries in the community.
3. Identify customized training needs to meet the requirements of higher level skills in these industries.

Air Force Community Partnership Initiative

Dr. Janet Fontenot, Dean of the Business Division, is participating in the newly formed cybersecurity working group as part of the Air Force P4 Initiative. The purpose of this group is to develop new and to strengthen existing partnerships between the military and local community resources in the field of cybersecurity. Members will be conducting a gap analysis to explore the current and future needs of a cybersecurity workforce to support Scott AFB and the region.

Dr. Fontenot and Matt Swinford, coordinator for SWIC's Network Design and Administration program, also met with Colonel Michael Harasimowicz, Commander of the 688 Information Operations Wing at Joint Base San Antonio, to explore SWIC's potential role in providing cybersecurity training.

High School Computer Contest

Nine local high schools brought 115 students to the Belleville Campus on April 10 to participate in the 23rd Annual High School Computer Contest. The 25 teams represented Belleville East, Belleville West, Chester, Edwardsville, Mascoutah, New Athens, O'Fallon, Red Bud, and Waterloo high schools. Students competed in the areas of Computer Programming, Software Applications and Web Design.

Allsup Elevator Pitch Competition

The Allsup Elevator Pitch Competition was held April 15 in the Liberal Arts Complex on the Belleville Campus. This year 154 students from seven area high schools submitted business plans for new products or services. Twenty students were selected to present an elevator pitch on their idea in front of an audience of fellow students, parents, and teachers. A panel of three judges selected five students with the best ideas and presentations to receive cash prizes of \$500 each. This is the fifth year for this event; and it is fully funded by Jim Allsup and Roger Lowery of Northwestern Mutual Financial Network.

SWIC Scholarships Update

The following addresses recent scholarship questions:

- In 2008-09, SWIC Foundation awarded \$187,000 in scholarships.
- In 2013-14, SWIC Foundation awarded \$223,000 in scholarships.
- This \$36,000 represents a 19.2% increase in funds awarded in the last six cycles.
- In the same span, available scholarships increased by 25% from 200 to 250.
- August 2015 Presidential Gala will garner \$100,000 in sponsor/attendee donations.
- ✓ Congressman/President Costello co-chairs and first sponsor-donors.
- ✓ *Catalyst* magazine February announcement (mailed to trustees)
- No-cost social-media efforts target students AND parents; a website “parent portal” will be live this fall.
- Longstanding/Ongoing awareness initiatives include district-wide:
 - ✓ Postcard mailings/distribution
 - ✓ Daily/Weekly/High School newspaper ads and news releases
 - ✓ High School poster drops
 - ✓ Digital-signage messages at all campuses
 - ✓ Social-media and e-newsletter messaging/reminders
 - ✓ Award-winning Student Day Planner
 - ✓ Postcards in student financial aid packets
 - ✓ Catalog – front-section/full-page
 - ✓ New Student Orientation (student services)
- In-progress initiatives include:
 - ✓ E-Storm “Parent Portal” ... enhanced parental access on kids’ behalf.
 - ✓ Proactive Software Solution ... that informs any/all students “which scholarships you qualify for.”

- ✓ Working With Donors ... to broaden qualifications for some under-used scholarships.

In closing, please note:

- During this six-year period of volume increases, Foundation office staff has been reduced.
- Further enhanced-efficiency staffing is planned given two vacancies.
- Education (public) funds may not be used for scholarships.

Student Development

The annual Student Recognition Breakfast will be held Saturday, April 25 in the Varsity Gym. Please let Beverly know if you plan to attend.

Belleville Campus

Kids' Club was honored to host 55 members of the Early Learning Leaders, the National Accreditation Agency for Child Care, last week. Kids' Club was the only Illinois center chosen to be toured. Participants throughout the United States are paid to tour nationally accredited centers that exemplify quality in the classroom. Four individuals also flew in from Brazil to research opening a similar center. The tour focused on curriculum display boards, room arrangement, lesson plans, learning centers and interactions between staff and children.

College Activities

College Activities presented George Portz and the Friends of Bluegrass to a sold out crowd on March 27. Theatre goers were treated to the latest installment of the longest running Collegiate Bluegrass Festival in the Nation.

Theatre Club

The Theatre Club opened their SWIC-tacular Showcase on April 10. Performers showcased their talents to fellow students along with the presentation of several student films and two short one-act plays.

Red Bud Campus

During Spring Break eight Red Bud Campus Phi Theta Kappa and College Activities Board members, along with Community Services Coordinator Amy Brockman and PTK Advisor Krista Olson, joined SWGCC PTK members on a trip to New Orleans, LA to volunteer at the St. Bernard Parish home building project site.

Red Bud Campus College Activities and Phi Theta Kappa Beta Iota Iota held their fifth Annual Trivia Night on March 28. The event raised \$1,562 with the proceeds helping fund the Phi Theta Kappa/College Activities Alternative Spring Break and PTK Beta Iota Iota scholarship.

Red Bud Campus College Activities and Phi Theta Kappa Beta Iota Iota hosted Sweet Week on April 13-16 to help fund the St. Bernard Alternative Spring Break trip.

The Red Bud Campus College Activities Poetry Contest 2015 entry deadline was February 27; there were 243 entries. Judges have chosen first, second and third place winners in seven different categories. The Awards Ceremony will be held April 21.

Granite City Campus

The SWGCC College Activities Board (CAB) has adopted the residents at The Fountains Assisted Living in Granite City. CAB has delivered cards for Valentine's Day and Welcome Spring and will deliver Memorial Day cards to the 62 residents. The students enjoy the interaction and the residents look forward to their visit. CAB believes in assisting the community in a variety of ways so we consider this a win-win event.

SWGCC PTK held their spring induction ceremony March 27. This spring 18 students who attended the Sam Wolf Granite City Campus became members of the National Honorary Society for Community Colleges.

Community Services and Campus Operations

The second annual Senior Art Competition was held March 26 – April 9 on the Belleville Campus in the Liberal Arts Conference Room. Fifty eight seniors submitted a total of 106 pieces of art viewed by approximately 350 persons attending the exhibit. Special thanks to the 34 RSVP volunteers who manned the exhibit during those dates. Next year's Senior Art Competition and exhibit will be held March 3 - 7 in the Schmidt Art Center.

Red Bud Campus

More than 165 high school students, along with teachers and parents from Monroe, Randolph, and St. Clair Counties, attended the tenth Annual Transitional Fair sponsored by Perandoe, the Illinois Department of Human Services, and Southwestern Illinois College at the Red Bud Campus on March 20. Students had an opportunity to see the campus and receive advice and resources from the 43 different participating agencies.

Southwestern Illinois College, in partnership with the Monroe-Randolph Regional Office of Education and the Okaw Regional Vocational System, co-sponsored the ninth annual Platinum Chef Competition on March 25 at Red Bud High School. Competing high schools included Belleville East, Belleville West, Christ Our Savior Lutheran, Columbia, Edwardsville, Marissa and Red Bud. Marissa High School took top prize for the second year in a row, followed by second place Edwardsville High School and third place Red Bud High School. Rebekah Laufer from Christ Our Savior Lutheran was the competition MVP.

The Regional Leaders Breakfast will be held at the World Shooting Complex on Thursday, April 23 at 7 am. SWIC Dean of Technical Education Brad Sparks will present on Tech Ed for the 21st Century; Linking Workforce Trends with Career and Technical Education Programs. The cost is \$15 per person. Contact Sandy Donjon at the Red Bud Campus if you are interested in attending.

Sam Wolf Granite City Campus

The Sam Wolf Granite City Campus will host the 15th Annual Scholarship Golf Scramble on Friday, May 22 at Legacy Golf Course in Granite City. The purpose of this event is to generate funds for The Chuck Whitehead Sam Wolf Granite City Campus Scholarship. Please contact Nancy LeVault at 618-797-7311 for more information.

ICCTA Report

Trustee Roehrkasse provided the following important ICCTA dates:

April 28, 2015	ICCCP meeting, Springfield IL
April 29, 2015	Lobby Day, Springfield IL
June 5-6, 2015	ICCTA Annual Convention, Schaumburg IL

Trustee Roehrkasse will attend all events.

Attorney's Report

Mr. Hoerner stated he had no report.

MISCELLANEOUS

Trustee Roehrkasse thanked Trustee Joseph for his past years of service as Vice Chairman and ICCTA Representative.

ADJOURNMENT

Mr. Morton moved, seconded by Dr. Briggs, to adjourn the meeting at 6:40 p.m. The motion carried.

Approved: **05.20.15**

Respectfully submitted,

Nick J. Mance
Chairman of the Board of Trustees

Beverly J. Fiss
Secretary to the Board of Trustees

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

February and March 2015
(and earlier items not included previously)

Presented by Julie Muertz, Dean of Health Sciences and Homeland Security

Marijo Klingler, Coordinator of the Health Information Technology Program, and Stacey Hairston, Full Time Health Information Technology Faculty Member, hosted an educational workshop and business meeting for the Southern Illinois Health Information Association (SILHIMA) on Friday, at Southwestern Illinois College on March 27th.

Stacey Hairston, Full Time Health Information Technology Faculty member, completed her RHIA (Registered Health Information Administrator) certification on March 6th.

Van Muschler, Director of Police Academy and Administration of Justice Coordinator, attended the Illinois Law Enforcement Training and Standards Board meeting in Springfield, Illinois on March 4th & 5th.

Diane Dodd, Coordinator, Respiratory Care Program and John Bast, Respiratory Care Instructor and Clinical Coordinator, attended the 19th Annual Pulmonary Program/Missouri Society for Respiratory Care District I Meeting at St. Luke's Hospital on March 11th.

Elizabeth Repp, Respiratory Care Instructor, attended the American Heart Association Advance Cardiac Life Support Instructor Course at Anderson Hospital in Maryville, IL on March 10th.

Elizabeth Repp, Respiratory Care Instructor, attended the American Heart Association Basic Life Support Recertification at Anderson Hospital in Maryville, IL on March 15th.

Kim Snyder, Physical Therapist Assistant Program Coordinator and Michelle Kujawa, Full-Time Physical Therapist Assistant Faculty Member, attended a Clinical Education Consortium Meeting held at Maryville University PT Program on March 6th & 7th.

Southwestern Illinois College
Professional/Scholarly/Service Activities

Presented by Deborah Alford, Dean of Success Programs

Judy O’Heron, Belleville Campus Success Center English Specialist, and Susan Bryant, SWGCC Success Center English/Liberal Arts Specialist presented “Creating 21st Century Tutors: Outcomes Assessment in the Writing Center,” at the SIU- Carbondale Writing Center Conference, Facing the Future: Roles for Writing Centers on 21st Century Campuses, held on April 10, 2015.

Southwestern Illinois College
Professional/Scholarly/Service Activities

Presented by Bradley Sparks, Dean of Technical Education

Brad Sparks is serving on three local committees dealing with workforce education issues to include city of Red Bud, city of Granite City and the Leadership Council of Southwestern Illinois. All three committees are working on alignment between k-12 education, postsecondary education and industry.

Memo



To: Clay Baitman
From: Lynette Rienbolt
Date: April 15, 2015
Re: President's Report – March 2015

Selsius™ Client Projects

SunCoke Energy – Granite City

SunCoke regularly uses SWIC-proctored assessments to screen new applicants. These assessments, created by Selsius Corporate & Career Training, determine if prospective employees have the necessary knowledge levels to join the maintenance department at the facility.

Afton Chemical

Afton Chemical continues to utilize Selsius™ to administer/proctor online WorkKeys Testing for their job applicants. The four job skills assessments administered were *Applied Mathematics, Reading for Information, Locating Information and Applied Technology*.

Career Training (Open Enrollment)

Driver Safety (instructor led) – 2 seminars, 32 participants
Driver Safety (on-line) –123 participants
Business Skills Training - 3 seminars, 32 participants
Software Training – 1 seminar, 1 participant
Industrial – 1 seminar, 2 participants

Corporate Training (Contract)

Business Skills Training - 3 seminars, 60 participants
Software Training – 1 seminar, 3 participants
Industrial – 4 seminars, 76 participants
Assessments – 10 participants

Total - 15 seminars; 339 participants; 14 companies served