



BOARD OF TRUSTEES
Community College District No. 522
Red Bud Campus
Performing Arts Room
April 18, 2018

AGENDA

- I. CALL TO ORDER AT 6:00 P.M. BY CHAIRMAN**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL BY SECRETARY**
- IV. SEATING OF STUDENT TRUSTEE**
- V. ROLL CALL BY SECRETARY**
- VI. REORGANIZATION OF THE BOARD OF TRUSTEES**
 - A. Appointment of Temporary Chairman**
 - B. Election of Chairman**
 - C. Election of Vice-Chairman**
 - D. Appointment of Board Treasurer**
 - 1. Consideration to appoint Controller Missy Roche as Board Treasurer effective July 1, 2018.**
 - E. Appointment of Board Committees**
 - F. Consideration of meeting time, meeting day, and meeting place for regular meetings of the Board of Trustees**
- VII. ROLL CALL BY SECRETARY**
- VIII. PUBLIC COMMENTS**

IX. CONSIDERATION OF APPROVAL OF ITEMS ON THE CONSENT AGENDA

■ X. APPROVAL OF MINUTES

A. Regular Board Meeting of March 21, 2018

B. Executive Session of March 21, 2018

XI. APPROVAL OF BILLS

Education Fund	\$1,334,521.71
Operations & Maintenance Fund	186,924.59
Operations & Maintenance Fund Restricted	5,995.75
Restricted Purposes Fund	379,128.17
Trust & Agency Fund	5,930.28
Liability, Protection & Settlement Fund	28,095.79

Grand Total All Funds: \$1,940,596.29

XII. PLANNING AND POLICY COMMITTEE REPORT

■ XIII. FACILITIES AND FINANCE COMMITTEE REPORT

A. BID AWARDS

- 1. Consideration of the recommendation to award the lowest responsible bid for the Sam Wolf Granite City Campus Solar Array project to K&F Electric, Belleville, IL in the amount of \$442,135, funded by the U. S. Steel and American Bottom Conservancy Trust Grant.**
- 2. Consideration of the recommendation to award the lowest responsible bid for the Main Complex Cafeteria Elevator Modernization project to KONE, Inc., St. Louis, MO in the amount of \$71,552.**

B. CHANGE ORDER

- 1. Consideration of the recommendation to approve Change Order No. 001 for the SWGCC Emergency Diesel Generator project to Guarantee Electrical Company, Granite City, IL in the total amount of \$3,746.00.**

C. FY 2018 AUDIT ENGAGEMENT LETTER

- 1. Consideration of the recommendation to approve the FY 2018 Audit Engagement Letters with CliftonLarsonAllen, Belleville, IL at a cost of \$50,990 which include two major programs under Uniform Grant Guidance: Financial Statements and Schedule of Enrollment Data; each additional major program audit will be \$3,200 per program; fees for additional services will be billed at \$155 per hour.**

D. REIMBURSEMENT TO SWIC BARNES & NOBLE BOOKSTORES

1. Consideration of the recommendation to reimburse SWIC Barnes & Noble Bookstores \$141,032 for the access codes students received on the first day of class for Fall 2017 and Spring 2018 semesters.

E. REIMBURSEMENT OF MY MATH LAB FEES TO SWIC STUDENTS

1. Consideration of the recommendation to reimburse students who paid more than one time within a two-semester time period for the access code for MyMathLab in the total amount of \$13,680.

F. HELICOPTER FLIGHT TRAINING

1. Consideration of the recommendation to authorize payment in the amount of \$172,550 to DH Helicopter, Inc., Sauget, IL for helicopter flight training per agreement approved November 30, 2016, utilizing lab fees collected for this purpose.

G. AVAYA SOFTWARE MAINTENANCE

1. Consideration of the recommendation to approve the Avaya Software Advantage Contract for the period July 1, 2018 through June 30, 2021 at an annual cost of \$77,952.80.

H. SWIC PHONE SYSTEM UPGRADE

1. Consideration of the recommendation to approve upgrade to the college's phone system to Avaya Release 7.1 prior to September 2018 at a cost of \$60,986.27, pending receipt and review of Statement of Work.

I. COLLEGE NET SCHEDULING SOFTWARE LICENSE

1. Consideration of the recommendation to approve the CollegeNet Agreements for 25Live in the amount of \$32,000 plus any required travel expenses and an annual maintenance fee of \$21,000.

■ XIV. PERSONNEL, PROGRAMS, AND SERVICES COMMITTEE REPORT

A. GRANTS

1. Consideration of the recommendation to accept grant awards.

B. AGREEMENT

1. Consideration of the recommendation to approve an agreement.

C. GIFTS TO THE COLLEGE

1. **Consideration of the recommendation to accept gifts to the college.**

D. COURSE FEE ADJUSTMENTS

1. **Consideration of the recommendation to approve course fee adjustments.**

E. MINIMUM INSTRUCTOR REQUIREMENTS

1. **Consideration of the recommendation to approve Minimum Instructor Requirements.**

F. RESIGNATIONS

1. **Consideration of the recommendation to accept the resignation of Haley Thompson, Executive Director, SWIC Foundation, effective close of business April 30, 2018.**
2. **Consideration of the recommendation to accept the resignation of Robert J. Hilgenbrink, Financial Advisor/Treasurer, Illinois Green Economy Network, effective close of business March 31, 2018.**

G. RETIREMENT NOTIFICATIONS

1. **Consideration of the recommendation to accept the retirement notification of Neil Fiala, Assistant Athletic Director & Head Baseball Coach, effective close of business June 29, 2018.**
2. **Consideration of the recommendation to accept the retirement notification of Angelia Donovan, Assistant Professor in the Paralegal program, effective close of business May 31, 2018.**

H. APPOINTMENTS

1. **Consideration of the recommendation to appoint the full-time SWIC EE position of Foundation Accounting Specialist effective April 23, 2018 at an annual salary of \$42,243 which is Grade 8 of the SWIC Educational Employees IFT-AFT Local 6224 salary schedule.**
2. **Consideration of the recommendation to appoint the full-time administrative position of Business Office Functional Analyst effective April 19, 2018 at an annual salary of \$58,500 with employment subject to the Personnel Procedures for Administrators.**
3. **Consideration of the recommendation to appoint the full-time faculty position of Respiratory Care Instructor effective August 13, 2018 at an annual salary of \$46,599, which is Step 1, Below Masters level on the 2018-2019 Faculty Salary schedule.**

- 4. Consideration of the recommendation to appoint the full-time administrative position of Academic Advisor in the Enrollment Services Division effective May 17, 2018 at an annual salary of \$36,000 with employment subject to the Personnel Procedures for Administrators.**
 - 5. Consideration of the recommendation to appoint the full-time administrative position of Academic Advisor in the Enrollment Services Division effective May 17, 2018 at an annual salary of \$36,000 with employment subject to the Personnel Procedures for Administrators.**
 - 6. Consideration of the recommendation to appoint the full-time administrative position of Academic Advisor in the Enrollment Services Division effective May 17, 2018 at an annual salary of \$36,000 with employment subject to the Personnel Procedures for Administrators.**
 - 7. Consideration of the recommendation to appoint the part-time SWIC EE position of Academic Records Evaluator in the Enrollment Services Division at an hourly rate of \$18.79 for up to 28 hours per week.**
- I. CORRECTED RATE OF PAY FOR NEWLY HIRED PART-TIME ATS DRIVERS**
- 1. Consideration of the recommendation to correct the hourly rate of pay to \$12.66 from \$12.54 for newly-hired part-time, grant-funded ATS Drivers Ronald Guay (DOH 4-1-18) and Carla Milton (DOH 3-1-18) based on the SWIC Educational Employees IFT-AFT Local 6600 FY 2018 Salary Schedule.**
- J. REQUEST TO TRANSFER**
- 1. Consideration of the recommendation to approve the request for transfer for full-time Commissioned Public Safety Officer Keaton Wright from the Sam Wolf Granite City Campus to the Belleville Campus effective May 1, 2018 subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and the Illinois Council of Police (ICOPS) – Southwestern Illinois College Chapter, 2016-2019.**
- K. REQUEST TO HIRE**
- 1. Consideration of the recommendation to hire part-time faculty in the Health Sciences & Homeland Security Division for the Summer 2018 semester:**

Desaree Lehr: Nursing Education
Marjorie Sue Vaughn: Medical Assistant

2. **Consideration of the recommendation to hire part-time, non-union instructors in the Community Education Department for the Summer 2018 College for Kids Program:**

**Nicole Grimm
Michelle Schindler
Shannen Helms
Shaunte Rhodes
Danielle Schnable
Anne Tierney
Greta Pastorello**

L. RATIFICATION OF PART-TIME PERSONNEL ACTIONS FOR MARCH 2018

1. **Consideration of the recommendation to ratify the part-time personnel actions according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.**

XV. PRESIDENTIAL SEARCH

1. **Consideration to direct the Chairman of the Personnel, Programs and Services Committee and the Board Attorney to develop the President Search Plan.**

XVI. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS (5 ILCS 120/2(c)(1)), COLLECTIVE BARGAINING (5 ILCS 120/2(c)(2)), AND/OR LITIGATION (5 ILCS 120/2(c)(11))

XVII. POSSIBLE ACTION/S TAKEN AS A RESULT OF EXECUTIVE SESSION

XVIII. REPORTS

- A. PRESIDENT**
- B. ILLINOIS COMMUNITY COLLEGE TRUSTEE ASSOCIATION**
- C. BOARD ATTORNEY**

XIX. MISCELLANEOUS

XX. ADJOURNMENT