



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Red Bud Campus
Performing Arts Room
April 18, 2018**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, April 18, 2018 in the Performing Arts Room at the Red Bud Campus, 500 W. South Fourth Street, Red Bud, Illinois. Chairman Nick Mance called the meeting to order at 6:02 p.m.

ROLL CALL

Trustees present:	John S. Blomenkamp Nick Mance Robert G. Morton Oscar Rodriguez, Student Trustee Richard Roehrkasse Philip L. Smith
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Trustees absent:	Dr. Harry Briggs Eugene Verdu
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SEATING OF STUDENT TRUSTEE

Chairman Mance presented outgoing student trustee Oscar Rodriguez a plaque of appreciation for his year of service on the Board of Trustees.

Chairman Mance asked the newly-elected student trustee Sonny Wilson to come forward and directed the Board Secretary to administer the oath of office. Mr. Wilson was elected from the Red Bud Campus to serve as the student trustee for the 2018-2019 term. He is a Business Management major and also a student worker for College Activities at the Red Bud Campus. Mr. Wilson resides in Sparta, Illinois.

ROLL CALL

Trustees present:	John S. Blomenkamp Nick Mance Robert G. Morton Richard Roehrkasse Philip L. Smith Sonny Wilson, Student Trustee
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Trustees absent:

Dr. Harry Briggs
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. Upon a roll call vote, those trustees voting aye were Mr. Blomenkamp, Mr. Morton, Mr. Roehrkasse, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. Present: None. Pass: Mr. Wilson (opinion). **PASSED**

ELECTION OF CHAIRPERSON

Chairman pro-temp Hoerner requested nominations for the position of Board Chairman. Mr. Morton moved, seconded by Mr. Smith, to nominate Nick Mance as Chairman of the Board of Trustees.

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

Upon a roll call vote, those trustees voting for Nick Mance as Chairman of the Board of Trustees were Mr. Wilson (opinion), Mr. Blomenkamp, Mr. Morton, Mr. Roehrkasse, and Mr. Smith. Nays: None. Absent: Dr. Briggs and Mr. Verdu. Present: Mr. Mance. **PASSED**

ELECTION OF VICE CHAIRPERSON

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

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

Upon a roll call vote, those trustees voting for Richard Roehrkasse as Vice Chairman of the Board of Trustees were Mr. Wilson (opinion), Mr. Blomenkamp, Mr. Morton, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. Present: None. Pass: Mr. Roehrkasse. **PASSED**

APPOINTMENT OF BOARD TREASURER

Mr. Smith moved, seconded by Mr. Morton, to appoint Controller Missy Roche as Board Treasurer effective July 1, 2018 as per resolution.

Upon a roll call vote, those trustees appointing Controller Missy Roche as Treasurer of the Board of Trustees were Mr. Wilson (opinion), Mr. Blomenkamp, Mr. Morton, Mr. Roehrkasse, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. **PASSED**

BOARD OF TRUSTEES COMMITTEE APPOINTMENTS

Chairman Mance stated he will not appoint the committees tonight and entertained a motion to table this topic until next month.

Mr. Smith moved, seconded by Mr. Morton, to table the committee appointments until next month. Upon a voice vote the motion carried.

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

Mr. Morton moved, seconded by Mr. Smith, to ratify the action taken by the Board of Trustees at its December 20, 2017 meeting setting the meeting schedule for 2018. Following a voice vote, the motion **PASSED**

ROLL CALL

Trustees present:	John S. Blomenkamp Nick Mance Robert G. Morton Richard Roehrkasse Philip L. Smith Sonny Wilson, Student Trustee
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Trustees absent:	Dr. Harry Briggs Eugene Verdu
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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. Trustee Morton requested the following items be pulled from the consent agenda: XIV. D. 1. Course Fee Adjustments; and XIV. H. 7. Appointment: Academic Records Evaluator.

MOTION 04-18-18:011

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

- approve the minutes of the regular Board meeting of March 21, 2018 and the Executive Session of March 21, 2018;
- 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;
- 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;
- 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;
- 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;
- 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;

- 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;
- 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;
- approve the Avaya Software Advantage Contract for the period July 1, 2018 through June 30, 2021 at an annual cost of \$77,952.80;
- 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;
- 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;
- accept renewal of Senior Companion Program state grant in the amount of \$22,050 for the period July 1, 2017 through June 30, 2018 used as matching funds to the federal Senior Companion Program grant and is received annually from the Illinois Department on Aging to provide volunteer services to income eligible adults age 55 and older and to those at risk of institutionalization;
- accept renewal of St. Clair County Medical Society Alliance grant in the amount of \$500 for the period April 15, 2018 through April 14, 2019 to provide funding for healthy snacks and nutritional information during monthly in-service meetings throughout the fiscal year July 1, 2018 through June 30, 2019;
- accept renewal of St. Clair County Medical Society Alliance grant in the amount of \$500 for the period April 15, 2018 through April 14, 2019 to support PSOP's Senior Companion Program's volunteers' travel expenses to and from their clients' homes;
- approve new agreement between Chestnut Health Systems, Inc., d/b/a Chestnut Family Health Center, Bloomington, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Medical Assistant program) to participate in clinical experience;
- accept gifts to the college;
- approve Minimum Instructor Requirements;
- accept the resignation of Haley Thompson, Executive Director, SWIC Foundation, effective close of business April 30, 2018;
- accept the resignation of Robert J. Hilgenbrink, Financial Advisor/Treasurer, Illinois Green Economy Network, effective close of business March 31, 2018;
- accept the retirement notification of Neil Fiala, Assistant Athletic Director & Head Baseball Coach, effective close of business June 29, 2018;

- accept the retirement notification of Angelia Donovan, Assistant Professor in the Paralegal program, effective close of business May 31, 2018;
- appoint Jamie Wheeler to 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;
- appoint Christopher Melvin to 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;
- appoint Elizabeth Repp to 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;
- appoint Sarah Austin to 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;
- appoint Eboni Chism to 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;
- appoint Patrick McKelvey to 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;
- 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;
- 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;
- hire part-time faculty in the Health Sciences & Homeland Security Division for the Summer 2018 semester: Desaree Lehr: Nursing Education; and Marjorie Sue Vaughn: Medical Assistant;
- 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; and Greta Pastorello; and
- ratify the part-time personnel actions according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

Upon a roll call vote, those trustees voting aye were Mr. Wilson (opinion), Mr. Blumenkamp, Mr. Morton, Mr. Roehrkassee, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. **PASSED**

APPROVAL OF BILLS

MOTION 04-18-18:12

Mr. Smith moved, seconded by Mr. Morton, to approve the bills, including travel-related expenses of members of the Board of Trustees and of employees:

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

Upon a roll call vote, those trustees voting aye were Mr. Wilson (opinion), Mr. Blumenkamp, Mr. Morton, Mr. Roehrkassee, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. **PASSED**

PLANNING AND POLICY COMMITTEE REPORT

Chairman Mance stated the committee had no report.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkassee reported the committee had no additional items.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton presented one of the items that was pulled from the consent agenda.

MOTION 04-18-18:13

Mr. Morton moved, seconded by Mr. Smith, to appoint Chantel Parker to the part-time SWIC EE position of Academic Records Evaluator in the Enrollment Services Division effective May 1, 2018 at an hourly rate of \$18.79 for up to 28 hours per week. Upon a roll call vote, those trustees voting aye were Mr. Wilson (opinion), Mr. Blumenkamp, Mr. Morton, Mr. Roehrkassee, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. **PASSED**

PRESIDENTIAL SEARCH PLAN

Chairman Mance stated the Presidential Search Plan will be developed by next Board meeting. Trustee Blumenkamp expressed that President Costello was leaving June 30, 2018 and that did not leave much time to have a new president in place. Chairman Mance stated there may be a need to look at an interim president.

Board Attorney Hoerner added the search plan will be similar to the one ten years ago. The committee will have a cross-section of membership including stakeholders, faculty, and members from the community. The interview will be done by the full Board of Trustees.

MOTION 04-18-18:14

Mr. Morton moved, seconded by Mr. Smith, to authorize the Chairman of the Personnel, Programs and Services Committee and the Board Attorney to develop the President Search Plan. Following a voice vote the motion carried.

EXECUTIVE SESSION

Mr. Hoerner requested an Executive Session to discuss one legal matter.

MOTION 04-18-18:15

Mr. Smith moved, seconded by Mr. Morton, to move into Executive Session at 6:33 p.m. to discuss a legal matter. Upon a roll call vote, those trustees voting aye were Mr. Wilson (opinion), Mr. Blomenkamp, Mr. Morton, Mr. Roehrkas, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. **PASSED**

Mr. Smith moved, seconded by Mr. Morton, to return to regular session at 6:42 p.m. Following a voice vote the motion **PASSED**

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

MOTION 04-18-18:16

Mr. Morton moved, seconded by Mr. Smith, to approve Dynegy Midwest Generation, LLC Settlement Agreement. Upon a roll call vote, those trustees voting aye were Mr. Wilson (opinion), Mr. Blomenkamp, Mr. Morton, Mr. Roehrkas, Mr. Smith and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Verdu. **PASSED**

REPORTS

President's Report

President Costello provided the following update from the April 17, 2018 meeting of the Illinois Council of Community College Presidents (ICCCP):

The ICCCP's three most important issues are passage of a budget; the Bachelor of Science in Nursing degree; and dual credit (only Illinois schools).

The Illinois Council of Chief Academic Officers and the Illinois Council of Chief Student Services Officers made recommendations concerning placement methods and scores:

1. college readiness scores;
2. do not confuse the readiness scores with admissions standards;
3. hope to have suggestions to Rules Committee within two years; and
4. securing feedback from other groups, i.e. legislators, etc.

Legislation:

1. DCFS Tuition, Fees and Waivers; asks for tuition and fee waivers; an unfunded mandate;
2. Dual Credit Act: Illinois dollars stay in Illinois; and
3. Bachelor of Science in Nursing: all college in Illinois.

Projections from ICCB:

1. flat funding for community colleges statewide;
2. ICCTA asking for better participation from trustees;
3. More "leadership" for Student Trustees; and
4. Very little direction on the budget so far.

Instruction

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.

Student Development

Athletics

The following individuals were recognized for their accomplishments in the Men's Basketball program:

ALL REGION

Jalaam Hill – Men's Basketball

Javonte Perkins – Men's Basketball

ALL CONFERENCE

Jalaam Hill – Men's Basketball

Javonte Perkins – Men's Basketball

GRAC Sportsmanship Award

Braden Fitzjerrells – Men's Basketball

COACH OF THE YEAR

Jay Harrington

Disability & Access Center

The DAC has successfully provided 2,100 individualized student accommodations and 154 individualized faculty consultations to date this spring semester to resolve complex accessibility issues.

The DAC provided accommodation information to approximately 200 special education high school students at the March 21st Transition Fair held at the Red Bud Campus.

College Accessibility

In an effort to increase overall college accessibility, the Disability & Access Center utilized Perkins grant funds to acquire two adjustable tables, large screen monitors and large print/speech software for the Student Life Cyber Lounge. These Access Stations will enhance students with disabilities' use of services and provide immediate accessibility in this venue.

Student Life Services

Herstory wrapped up a full month of "Women in Work" events, diversity chats and special film showings in celebration of Herstory Month, with a closing reception for the "Women in Work" exhibit in the First Floor Lounge. Students, faculty and staff had the opportunity to tour the exhibit and provide their reflections at the reception.

College Activities hosted "Spring Blast 2018" events on all three campuses this week.

Career Services held four career and leadership workshops that focused on leadership, resume building, networking, and job fair preparation.

During the week of March 26-29, Career Services, in collaboration with Adult Education, hosted the first "Career Week" on the Granite City Campus. The week focused on preparing students for

communicating with employers, networking, and working through the job search and interview process. Additionally, the department hosted two targeted job fairs focused on healthcare and manufacturing. The last event was an Entrepreneur Symposium where students were provided knowledge and insight into the world of opening a business. Students were informed and offered several services free of charge to aide in launching a business.

The annual Career Gear Fashion Show and Clothing Giveaway was held April 4. Professional clothing was collected from SWIC staff and community members to provide students professional attire free of charge. Career Services partnered with the SWIC Theater Club to demonstrate the differences between appropriate and inappropriate interviews and professional dress. SWIC students and alumni modeled several versions of professional attire to prepare them for the Spring 2018 job fair.

Pepsi Co, Colonial Life, and Waffle House held employer recruitment events on campus during the month. In addition to offering an internship to students, Colonial Life also provided free mock interview services to students.

Community Partnership

College Activities Belleville Campus hosted American Red Cross Blood Drive on Tuesday March 27. Thirty-two people donated 24 units.

The SWIC Spring Job Fair was held April 17. One hundred twenty-five employers attended the fair.

Community Services and Campus Operations

Adult Education

SWIC's High School Equivalency Graduation (f/k/a GED Graduation) is scheduled for Wednesday, May 16 at 7:00 p.m. in the varsity gym.

PSOP

PSOP's Senior Service Coordination Office worked collectively with the Senior Services Plus organization providing 15 low income residents an additional \$150 towards their Ameren power bill through a grant from United Way.

Allison Donoho from the St. Clair County Health Department spoke to the East St. Louis Senior Companions about opioids and their misuse during their monthly in-service meeting.

Red Bud Campus

Work is continuing on renovation plans at the Red Bud Campus. Staff members and office spaces are being relocated as needed to provide space for the new tenant, Perandoe.

The Randolph County CEO (Creating Entrepreneurial Opportunities) hosted its annual Shark Tank program at the Red Bud Campus last week with approximately 60 people in attendance.

Running Start

Recruitment and registration for the 2018-2019 academic year is wrapping up. Columbia and Sparta will be two new partner high schools this year. Meetings are taking place with a private school also interested in establishing a partnership. It is projected that enrollment numbers will remain stable.

Sam Wolf Granite City Campus

The Granite City Campus will host the Granite City CEO Program Trade Shop on April 25. The Illinois Task Force for Under and Unemployed Youth between the ages of 16-24 will hold open hearings to collect information from area youth and business leaders on needs in their area.

ICCTA Report

Trustee Roehrkaske provided a handout stating the 2018 community college issues: secure full and stable community college funding for FY2019; protect the ability of community colleges to be the first choice for dual credit courses in local high schools; and allow community colleges to fill the current nursing shortage by authorizing community colleges to grant Bachelor of Science in Nursing degrees. Mr. Roehrkaske stated he will provide the ICCTA Board Highlights when available.

The next meeting of the Illinois Community College Trustees Association will be June 1-2, 2018 in conjunction with the Annual Convention held at the Wyndham in Springfield, Illinois.

Attorney's Report

Mr. Hoerner stated he had nothing further to report.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Smith, to adjourn the meeting at 6:57 p.m. The motion carried.

Approved: **05.21.18**

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

January and February 2018
(and earlier items not included previously)

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

Diane Dodd, Respiratory Care Program Coordinator and John Bast, RC Clinical Coordinator attended an in-service on Application of the Passy-Muir Swallowing and Speaking Valves on Mechanically Ventilated Patients in Belleville, IL on February 6th.

Dana Woods, Coordinator, Medical Assistant Program, attended the Southern Illinois Regional Medical Assistants (SIRMA) business meeting at Southwestern Illinois College on January 23rd.

Dana Woods, Coordinator, Medical Assistant Program, attended the Southern Illinois Regional Medical Assistants (SIRMA) CEU Session at Southwestern Illinois College on February 27th.

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

March 2018

Presented by Dr. Janet Fontenot, Dean of Business Division

Richard Ireland, Adjunct Faculty in the Network Design and Administration program recently completed the Cyberspace 200 and 300 courses offered at the Air Force Institute of Technology in Dayton, Ohio. These courses prepare the participants for high level responsibilities in the Department of Defense cyberspace program. Mr. Ireland teaches courses in the College's Cybersecurity certificate and the Network Design and Administration programs. Students enrolled in his NETW 188, Windows Server I class have had the distinction of attaining a 100% pass rate on the Microsoft Technology Associate Windows Server Administration Fundamentals professional certification exam since this exam was integrated into the curriculum. Mr. Ireland has been employed with SWIC since 1999.

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

April 2018

Presented by Dr. Janet Fontenot, Dean of Business Division

Dr. Tina Dierkes, Coordinator of the Office Administration and Technology program recently attended the FBLA-PBL Scope and Sequence Task Force in Reston, Virginia. The purpose of the meeting was to decide how FBLA-PBL could distinctly differentiate the experiences for students at each of its divisions: middle school, high school, and college. Other prestigious members of the committee included Jean Buckley, CEO of FBLA-PBL; Bryan Contreras, Vice President for K12 & Education Partnerships at National Research Center for College & University Admissions; Robin Utz, Branch Chief at Office of Career, Technical, and Adult Education, US Department of Education; Brenda Clark, CEO/President at MBA Research & Curriculum Center; Sarah Heath, Assistant Provost and State CTE Director at Colorado Community College System; Barb Frates, Career Development Facilitator Instructor at Wyoming Department of Education; among others. Dr. Dierkes has served as an advisor for PBL at the local state and national levels since 2000, and under her mentorship, SWIC students have earned numerous awards at all levels.