



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT NO. 522  
PSOP  
Mildred Feurer Hall  
201 North Church Street  
Belleville IL 62220  
December 14, 2016**

**CALL TO ORDER**

A meeting of the Board of Trustees of Southwestern Illinois College, District No 522 was held Wednesday, December 14, 2016 in the Mildred Feurer Hall of PSOP, 201 North Church Street, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:05 p.m.

**ROLL CALL**

Trustees present:

Dr. Harry Briggs  
Nick Mance  
Robert G. Morton  
Richard Roehrkasse  
Philip L. Smith  
Eugene Verdu

Trustees absent:

Kenneth R. Joseph  
Samuel Hart Morgan, Student Trustee

**PUBLIC COMMENTS**

There were no public comments.

**OATH OF OFFICE**

The Board Chair directed the Board Secretary to administer the Oath of Office to full-time Commissioned Public Safety Officer Antwan Stith, who was appointed by the Board of Trustees at its November 16, 2016 meeting.

## **CONSENT AGENDA**

Chairman Mance referred to the consent agenda items to be considered by the Board of Trustees and 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 12-14-16:01**

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

- approve the minutes of the Executive Session Review of November 16, 2016; the Executive Session of the Executive Session Review of November 16, 2016; and the regular Board meeting of November 16, 2016;
- approve first reading of the following Board Policies and Administrative Procedures:  
  
Board Policy 4003 and Administrative Procedure 4003AP: Admission of Students;  
Administrative Procedure 4004AP: Residency; and  
Board Policy 4011 and Administrative Procedure 4011AP: Evaluation of Prior Knowledge, Experience, and Transfer Credit;
- award the purchase of a website build on WordPress by Match Box Design, St. Louis, MO in the amount of \$40,000;
- approve new agreement between Chamberlain College of Nursing, Downers Grove, Illinois and Southwestern Illinois College, District #522 to permit Chamberlain College of Nursing students to preceptor with SWIC Nursing faculty;
- approve renewal agreement between HS Holy Family Hospital, Greenville, Illinois and Southwestern Illinois College, District 522 to permit allied health programs (currently Medical Laboratory Technology) to utilize the clinical facility;
- approve new Memorandum of Understanding between St. Clair County Jail, Belleville, Illinois and Southwestern Illinois College, District 522 to allow SWIC to offer the high school equivalency test (HiSET) at the St. Clair County Jail based on responsibilities identified in the MOU;
- approve revised Running Start Homeschool Agreement and Southwestern Illinois College, District 522 to amend the payment language to reflect the opportunity for homeschooled students to access SWIC's standard student payment plan;
- approve new course fees;
- approve reduced tuition rate for Summer 2017 High School Academy at \$71 per credit hour;

- accept the retirement notification of Thomas Zach, Electrical and Electronics Technology Program Coordinator in the Technical Education division, effective close of business May 31, 2018;
- appoint Myki Rhodes to the full-time SWIC EE position of Accounts Receivable Clerk-Day at the Belleville Campus effective January 3, 2017 at a salary of \$31,220 which is Grade 5 of the SWIC Educational Employees IFT-AFT Local 6224 salary schedule;
- appoint Anna E. Moyer to the full-time administrative position of Director of Human Resources effective January 3, 2017 at an annual salary of \$79,900 and subject to the Personnel Procedures for Administrators;
- appoint Lauri Dougherty to the full-time, grant-funded SWIC EE position of Grant Specialist effective January 3, 2017 at an annual salary of \$31,220 which is Grade 5 of the 2016-2017 SWIC Educational Employees IFT-AFT Local 6600 salary schedule and contingent upon the continued receipt of external funding;
- award faculty tenure to David Mark Light, Librarian, effective August 14, 2017;
- approve second year reemployment throughout FY 2017 for the following individuals:  
  - John Bast, Respiratory Care Program;
  - Jerald Bonifield, Industrial Technology and Precision Machining Programs;
  - Diane Dodd, Respiratory Care Program Coordinator;
  - Yvonne Hanger, Health Information Technology Program Coordinator; and
  - Stephanie Reid, Nurse Assistant Program Coordinator;
- approve maternity leave request for Jessica Evans, Assistant Director of Financial Aid and Student Employment for the projected period February 7, 2017 through May 9, 2017;
- ratify the Foundation Board appointments of Matthew Gomric, Michael Leopold and Michael Sutton;
- ratify the part-time and temporary faculty and staff according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff; and
- award partial student support to Devin Winter to attend the Supported College Transition program at Lewis and Clark Community College for the spring 2017, summer 2017 and fall 2017 semesters.

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

## **APPROVAL OF BILLS**

### **MOTION 12-14-16:02**

Mr. Smith moved, seconded by Mr. Verdu, to approve the bills:

Education Fund	\$1,491,244.05
Operations & Maintenance Fund	191,601.22
Bond & Interest Fund	3,886,697.92
Restricted Purposes Fund	123,226.46
Trust & Agency Fund	10,425.45
Liability, Protection & Settlement Fund	26,928.09
 Grand Total All Funds:	 \$5,730,123.19

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

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

Chairman Mance reported the committee had no additional items.

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

Chairman Roehrkasse reported he had no additional items.

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

Chairman Morton reported he had no additional items.

### **EXECUTIVE SESSION**

College Attorney Garrett Hoerner stated an Executive Session was not needed as all trustees had been apprised of the items that would have been discussed in Executive Session.

### **MOTION 12-14-16:03**

Mr. Morton moved, seconded by Mr. Roehrkasse, to approve the 2016-2021 Collective Bargaining Agreement between SWIC and SEIU Local 116 Maintenance Union. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Joseph. **PASSED**

### **MOTION 12-14-16:04**

Mr. Morton moved, seconded by Dr. Briggs, to approve the 2016-2021 Collective Bargaining Agreement between SWIC and SEIU Local 116 Custodial Union. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Joseph. **PASSED**

**MOTION 12-14-16:05**

Mr. Morton moved, seconded by Mr. Verdu, to approve the Separation Agreement with Angela Liefer. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Joseph. **PASSED**

**MOTION 12-14-16:06**

Mr. Smith moved, seconded by Mr. Verdu, to approve Intergovernmental Agreement with the City of Fairview Heights for State Route 159 TIF. Mr. Hoerner reported this is a housekeeping matter. One-third of the surplus funds from the TIF will be distributed pro rata to all taxing districts. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Joseph. **PASSED**

**MOTION 12-14-16:07**

Mr. Morton moved, seconded by Mr. Verdu, to approve Intergovernmental Agreement with the City of Fairview Heights for Ludwig Drive TIF. Mr. Hoerner stated this is another housekeeping matter. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Joseph. **PASSED**

**REPORTS**

**President's Report**

Birthday wishes were extended to Trustee Joseph, who will celebrate a birthday December 23. Mr. Joseph was under the weather and unable to attend the meeting; but the SWIC family thanks him for all he does on behalf of Southwestern Illinois College.

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.

Special Olympics

SWIC's Public Safety Department has participated throughout the year for Special Olympics. The 12 officers who participated have collected \$10,420.56 as of November 19, 2016. That is second place to the University of Illinois, who has collected \$10,866; but keep in mind the U of I has a quadruple amount of students compared to SWIC. So, we are #2 in the state as a college and #1 as a community college! Congratulations to our Public Safety Department. You make SWIC proud!

Community Services and Campus Operations

The Red Bud Campus hosted Art du Jour on December 2. Students from area high schools displayed 105 works of art. This was the 11<sup>th</sup> year for Red Bud Campus to host the event.

PSOP hosted its annual Thanksgiving luncheon November 16. It was a sold-out event attended by seniors, many of whom do not have local family with whom to spend Thanksgiving.

The Illinois State Scholar Commission recently released the list of Illinois State Scholars, all of whom are current high school seniors. SWIC's Running Start program has 20 students on the list. Twenty of our 66 second year students, or 30%, have been named Illinois State Scholars.

### Student Development

Kids' Club attained its goal at its recent book fair. The money raised will buy new books for the Kids' Club library. The staff from PNC Bank in Belleville volunteered every day at the book fair as part of the new partnership between Kids' Club and PNC Bank. Thanks to all who made this a great success.

The Disability & Access Center will provide a session on ADA guidelines and accommodation procedures at the January 2017 Success Strategies workshop for faculty.

In honor of Native American Indian Heritage Month, the Diversity & Inclusion Committee of the College Activities Board Belleville Campus hosted a Diversity Chat with William Iseminger from Cahokia Mounds. Mr. Iseminger informed students of the most recent archeological digs close to our campuses, and took questions on this area's native tribes of the past.

The World Cancer Day Pinwheel sponsorship coordinated by the College Activities Board SWGCC will run through February 2, 2017. The pinwheels, at a cost of \$5 each, will be displayed February 3.

The Red Bud Campus College Activities annual Thanksgiving Food Drive was held November 2-16. Students, faculty and staff celebrated the collection of over 225 food items donated to the Human Services Center in Red Bud.

### ICCTA Report

Trustee Roehrkasse reported the next ICCTA Board of Representatives meeting will be held February 11, 2017 via conference call.

The ACCT National Legislative Summit will be held February 13-16, 2017 in Washington D.C.

The ICCTA Board of Representatives and committee meetings will be held March 10, 2017 at William Rainey Harper College in Palatine, IL.

The swearing-in of the 100<sup>th</sup> Illinois General Assembly will be held January 11, 2017 at the University of Illinois at Springfield.

The Governor's State of the State address will be held at the State Capitol in Springfield, IL on January 25, 2017.

The Governor's budget address will be held at the State Capitol in Springfield on February 15, 2017.

**Attorney's Report**

Mr. Hoerner stated he had no additional items.

**2017 MEETING SCHEDULE**

Chairman Mance presented the 2017 meeting schedule for the Board of Trustees. The Board of Trustees will meet on the third Wednesday of each month at 6:00 p.m. The March meeting will be held March 22, 2017 to avoid a conflict when the college is closed.

The Personnel, Programs and Services Committee; the Planning and Policy Committee; and the Facilities and Finance Committee will meet at 5:00 p.m. on Monday in the week before the Board meeting. The meeting location will be the Belleville Campus. One meeting per year, as determined by the Board of Trustees, will be held at each of the college's campuses including PSOP.

**MOTION 12-14-16:08**

Dr. Briggs moved, seconded by Mr. Morton, to schedule the committee meetings at 5:00 p.m. on Monday in the week before the Board meeting; and to schedule the regular meetings of the Board of Trustees at 6:00 p.m. on the third Wednesday of each month, with the exception of March 22, 2017, at the Belleville Campus and one meeting per year, as determined by the Board of Trustees, at each of the college's campuses including PSOP. Following a voice vote, the motion carried.

**ADJOURNMENT**

Mr. Morton moved, seconded by Mr. Verdu, to adjourn the meeting at 6:32 p.m. The motion carried.

Approved: **01.18.17**

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

**Southwestern Illinois College**  
**Faculty Professional/Scholarly/Service Activities**

October and November 2016  
(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, Respiratory Care Program Clinical Instructor**, attended a lecture entitled “Pediatric Lung Spirometry and Lung Volumes” presented by Missy Gavin, RRT of Washington University’s Pediatric Pulmonary Function Lab in Belleville, IL on October 25<sup>th</sup>.

**Diane Dodd, Respiratory Care Program Coordinator and John Bast, Respiratory Care Program Clinical Instructor**, attended a lecture entitled “Transcutaneous Monitoring” presented by G.W. Hamilton, RRT of Sentec in Belleville, IL on November 1<sup>st</sup>.

**Kim Snyder, Coordinator, Physical Therapist Assistant Program, Michelle Kujawa, Full Time Instructor, Physical Therapist Assistant Program, Bob Lutz and Aimee Range, Part-time faculty, Physical Therapist Assistant Program**, attended a continuing education course on Evidence Based Treatment of the Shoulder at Memorial Hospital in Belleville, IL on Nov. 2<sup>nd</sup>.

**Colleen White, Professor, Nursing Education Program and Cynthia Winfield, Associate Professor, Nursing Education Program**, along with the first year nursing students, attended the O’Fallon Fall Pediatric Conference in O’Fallon, IL on November 9<sup>th</sup>.

**Colleen White, Professor, Nursing Education Program and Cynthia Winfield, Associate Professor, Nursing Education Program**, along with the first year nursing students, attended the 2017 Summit for the Nurse Practice Act in Edwardsville, IL on November 17<sup>th</sup>.

**Colleen White, Professor, Nursing Education Program and Cynthia Winfield, Associate Professor, Nursing Education Program**, attended Memorial Hospital’s research conference “Diamonds in the Data” at Fischer’s in Belleville, IL on November 16<sup>th</sup>.

**Cynthia Winfield, Associate Professor, Nursing Education Program** along with the Nursing Program Students, worked at the First Aid Station at the Belleville East High School Band Invitational in Belleville, IL on October 29<sup>th</sup>.

**Stephanie Reid, Nurse Assistant Program Coordinator**, attended a Train the Trainer refresher course at Rend Lake Community College in Mount Vernon, IL on October 27<sup>th</sup>.

# Memo



To: Clay Baitman  
From: Lynette Rienbolt  
Date: December 12, 2016  
Re: President's Report – November 2016

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Selsius™ Corporate & Career Training delivered the following services for the month of November.

## **Selsius™ Client Projects**

- **SunCoke Energy** – Provided *Pre-Employment Electrical Testing* for one participant.
- **Grassworx, LLC** – Provided *Pre-Employment Testing* for eight participants.
- **Dynegy Midwest Generation** – Provided *Confined Space High Angle Rescue (five sessions)* training for a total of 66 employees.
- **Roeslein & Associates** – Provided *OSHA 30-Hour General Industry* training for 13 employees.
- **Afton Chemical** – Provided five sessions of *WorkKeys Testing* for a total of 57 potential new hires.

### **Career Training (Open Enrollment)**

Driver Safety (instructor led) – 1 seminar, 6 participants

Driver Safety (on-line) – 100 participants

Business Skills Training - 2 seminars, 6 participants

Software Training – 1 seminar, 2 participants

### **Corporate Training (Contract)**

Business Skills Training – 1 seminar, 21 participants

Industrial Training / Assessments – 11 seminars, 145 participants

**Total** - 16 seminars; 280 participants; 13 companies served