



**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 16, 2015**

**CALL TO ORDER**

A meeting of the Board of Trustees of Southwestern Illinois College, District No 522 was held Wednesday, December 16, 2015 in the Mildred Feurer Hall of PSOP, 201 North Church Street, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:00 p.m.

**ROLL CALL**

Trustees present:

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

**PUBLIC HEARING**

A public hearing was held concerning the intent of the Board of Trustees to sell \$10,000,000 working cash fund bonds for the purpose of increasing the working cash fund of the District. Chairman Mance asked if anyone wished to offer comments in favor of the proposal; if anyone wished to offer comments against the proposal; or if anyone wished to submit comments in writing for or against the proposal. No comments, either verbal or written, were received.

Mr. Roehrkaske moved, seconded by Mr. Morton, to close the public hearing. Upon a voice vote, the motion **PASSED**.

## **PUBLIC COMMENTS**

There were no public comments.

## **OATH OF OFFICE**

The Board Chair directed the Board Secretary to administer the Oath of Office to John Cappello, Commissioned Public Safety Officer at the Sam Wolf Granite City Campus.

## **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 12-16-15:01**

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

- approve the minutes of the Executive Session Review of November 18, 2015; the Executive Session of the Executive Session Review of November 18, 2015; and the regular Board meeting of November 18, 2015;
- accept the Comprehensive Quality Review Report dated November 2-4, 2015;
- adopt proposed amendment to Board Policy 1004: Strategic Priorities, and Administrative Procedure 1004AP;
- approve first reading of proposed amendments to:
  - Board Policy 4010 and Administrative Procedure 4010AP: Acceptance of Transfer Credit;
  - Board Policy 4011: Evaluation of Previous Knowledge and Experience;
  - Administrative Procedure 4011AP: Proficiency Examinations; and
  - Board Policy 4012 and Administrative Procedure 4012AP: Servicemembers Opportunity Colleges;
- create and approve first reading of Board Policy 4029 and Administrative Procedure 4029AP: Student Optional Disclosure of Private Mental Health Information;
- accept renewal of the Highway Construction Careers Training Program grant in the amount of \$448,300 for the period July 1, 2015 through June 30, 2016 funded through the Illinois Department of Transportation/ICCB to provide funding (state and federal dollars) at the East St. Louis Center for training in construction skills, predominantly for minorities and women;
- approve renewal agreement between Mercy Clinic East Communities, St. Louis, Missouri and Southwestern Illinois College, Community College District #522 to allow Health Sciences students (currently Medical Assistant program) to participate in clinical experience;

- approve new agreement between St. Clair County Behavioral Health Network and Southwestern Illinois College, Community College District #522 to set forth the mutual goals, objectives, and scope of the integrated behavioral health coordination to provide mental health and/or substance abuse services through SWIC's Programs and Services for Older Persons including patients/consumers currently served by PSOP as well as other patients/consumers who are not currently served by the St. Clair County Behavioral Health Network organizations;
- approve new agreement between McKendree University and Southwestern Illinois College, Community College District #522 to offer a tuition reduction for employees taking a class at McKendree;
- accept gifts to the college;
- approve the tentative list of graduates for the fall 2015 semester;
- appoint DJuana King to the full-time administrative position of HRIS Functional Analyst effective January 4, 2016 at an annual salary of \$60,000 and subject to the Personnel Procedures for Administrators;
- approve third year reemployment for non-tenured full-time faculty David Mark Light, Librarian, throughout FY 2016;
- increase the hourly rates of pay for the approximately 438 members of the non-bargaining unit part-time faculty employee group employed on or after January 4, 2016 exactly 3% throughout the spring 2016 and summer 2016 semester/session; such increase shall be applied to each of the existing educational levels of the previous salary schedule;
- increase the hourly rates of pay of the approximately 438 members of the non-bargaining unit part-time faculty employee group employed on or after August 1, 2016 exactly 3% throughout the fall 2016, spring 2017 and summer 2017 semesters/session; such increase shall be applied to each of the existing educational levels of the previous salary schedule;
- amend the tuition reduction employee benefit program from \$2.00 per credit hour to a charge of 25% of the then current tuition rate beginning with the summer and fall 2016 registration periods for members of the following employee groups:

Office and Technical Staff

Part-time Faculty

All other Part-time Non-bargaining Unit Employees;

- 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
- award partial student support to:

Jacob Bartlett to attend the Supported College Transition program at Lewis and Clark Community College for the spring 2016 semester;

Emily Morgan to attend the Dental Hygiene program at Parkland College for the fall 2016, spring 2017 and the summer 2017 semesters; and

Michelle Cato to attend the Long Term Care Administration program at College of DuPage for the spring 2016 and fall 2016 semesters.

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

### **APPROVAL OF BILLS**

#### **MOTION 12-16-15:02**

Mr. Morton moved, seconded by Dr. Briggs, to approve the bills:

Education Fund	\$1,033,412.20
Operations & Maintenance Fund	267,350.47
Operations & Maintenance Fund Restricted	25,067.46
Restricted Purposes Fund	207,214.61
Trust & Agency Fund	45,864.24
Liability, Protection & Settlement Fund	34,572.94
Grand Total All Funds:	\$1,613,481.92

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

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

Chairman Mance reported the committee had no additional items.

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

Chairman Roehrkassee reported he had no additional items.

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

#### **MOTION 12-16-15:03**

Mr. Morton moved, seconded by Mr. Smith, to approve additional premium in the amount of \$224,490 (\$168,368 employer cost and \$56,122 employee cost) from OptumHealth for Stop Loss Renewal coverage for 2016. Upon a roll call vote, those members voting aye were Ms. Stellhorn (Opinion), Dr. Briggs, Mr. Joseph Mr. Morton, Mr. Roehrkassee, Mr. Smith, Mr. Verdu, and Mr. Mance. Nays: None. Absent: None **PASSED**

## **REPORTS**

### **President's Report**

Dr. Costello reported that Senate Bill 2039 was signed by Governor Rauner, allowing the ICCB to make grants to adult education and CTE providers from federal funds. The legislation allows for payment of expenses occurred beginning July 1, 2015 and continuing through the end of fiscal year 2016.

SWIC Athletic Facility and Safety Coordinator Robert Belleville sent a note of appreciation to the Board of Trustees for touring the current athletic housing environment. He stated, "Taking the time to view and look for improvements at one specific area of the entire entity shows how much you care about athletics and the school as a whole."

Congratulations to trustee Kenneth R. Joseph who will celebrate a birthday December 23. Mr. Joseph, thank you for all you do 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.

### **Community Services and Campus Operations**

Adult Education staff are working with Bilingual Parent Advisory Council of the Granite City School District for information on possible classes at the Sam Wolf Granite City Campus. Julie Wojtal, SWIC's English Language Acquisition Program Coordinator, will serve as the guest speaker during a future meeting of the Council.

Operation Cookie Drop, which benefits all branches of the military stationed at Scott Air Force Base, took place at SWIC's Belleville Campus on December 9. Cookie donations from SWIC faculty and staff at all campuses combined with those through our partnership with Eckert's broke another record to total 633 dozen cookies, \$100 in gift cards, and \$215 in cash. The cash will be used by the Scott Spouses Club to purchase gift cards at the Base Exchange and Commissary and, when combined with the donated gift cards, will be distributed to those stationed on the Base who are in need. The cookies will be distributed to Scott dorm dwellers who are unable to be with their families over the holidays.

The Senior Service Coordination Office works collectively with Home Instead Senior Care's, "Be a Santa to a Senior" effort which provides 127 Christmas gifts for homebound, low-income seniors living in public housing.

Staff from the Sam Wolf Granite City Campus participated in a number of holiday parades as a way to promote holiday spirit and an awareness of SWGCC's operations.

Staff at Sam Wolf Granite City Campus collected 125 fleece blankets for *Billie's Kids Christmas Party* for underprivileged children and area homeless shelters.

Sam Wolf Granite City Campus raised more than \$7,000 for the Tri-Cities United Way via their silent auction and payroll deduction program. SWGCC Executive Director Nancy LeVault will serve as Campaign Chair for the 2016 Tri-Cities Area United Way Campaign. In addition she will represent the Tri-Cities Area on the Greater St. Louis United Way Board of Directors.

### Student Development

Red Bud Campus College Activities collected more than 500 food items during its annual Thanksgiving Food Drive to donate to the Human Services Center Red Bud Food Pantry. Corinne Carey's BIOL 158-080 class donated the most food items for a class and Corinne Carey's BIOL 157-080 class donated the highest average per student. Each class won a class food party for being so generous and supporting the annual food drive.

The Red Bud Campus was a drop off site on December 8<sup>th</sup> for the Airmen Cookie Drive. As a service project RBC's College Activities Board baked and decorated 28 dozen sugar cookies to donate to the Airmen Cookie Drive at Scott Air Force Base for Christmas. In all, 41 dozen cookies were collected at RBC along with one cash donation.

Red Bud Campus College Activities hosted a Student Appreciation Luncheon on December 9<sup>th</sup> for the end of the semester celebration. Students were given holiday-themed stress balls to help them get through their finals.

During finals week the Red Bud Campus hosted a Holiday Dessert Reception in the Administration Office for faculty and staff.

November 1<sup>st</sup> started the \$5.00 sponsorship for World Cancer Day Pinwheels, which continues through February 2<sup>nd</sup>, 2016.

The College Activities Board collected over 200 winter clothing items which were delivered to the local Salvation Army.

Kids' Club hosted a successful book fair during the week of November 30 with over \$3,000 in sales. This provides new books for the children to enjoy at the center.

Kids' Club received a \$500 grant for the "At-Risk" food program. The money will be used to help offset food costs for the evening program.

College Activities at the Belleville Campus hosted its annual Fall Blood Drive in partnership with the Red Cross on October 14.

On November 18, SWIC proved its Christmas spirit with the annual Tree Lighting Ceremony which kicked off the College Activities toy drive to benefit Big Brothers Big

Sisters; the coat drive to benefit the Joseph Center in East St. Louis; and the food drive benefitting People Helping People.

On November 19, the college's fall play, "Lost in Yonkers" opened to rave reviews. Professor Julie Willis directed our SWIC students in this Neil Simon masterpiece.

### **ICCTA Report**

Trustee Roehrkas reported that due to travel restrictions the February ICCTA Board of Representatives meeting, usually held in conjunction with the ACCT National Community College Legislative Summit in Washington, D.C., has been cancelled. An online e-version meeting will be held in late January. The ACCT National Legislative Summit will be held February 8-11, 2016 at the Marriott Wardman Park Hotel in Washington D.C.

The March 11-12, 2016 meeting of the ICCTA Board of Representatives will be held at the Westin in Lombard, Illinois.

### **Attorney's Report**

Mr. Hoerner stated he had no report.

### **2016 MEETING SCHEDULE**

Chairman Mance presented the 2016 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 23, 2016; and the December meeting will be held December 19, 2016 to avoid conflicts 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 12-16-15:04**

Mr. Joseph moved, seconded by Mr. Smith, 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 23, 2016 and December 19, 2016, 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.

### **MISCELLANEOUS**

Trustee Joseph, on behalf of all the trustees, thanked staff for their involvement in the college's accreditation, which was awarded through 2023-2024. He stated that AQIP and Strategic Planning were successfully accomplished and congratulated all on a job well done.

Chairman Mance thanked PSOP for hosting the Board of Trustees meeting.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 6:28 p.m. The motion carried.

Approved: **01.20.16**

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**

November and December 2015  
(and earlier items not included previously)

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

**Michelle Kujawa, Full Time Instructor/Assistant Professor, Physical Therapist Assistant Program**, presented “Assessing General Education Core Competencies via Established Program Specific Tools” at the Illinois Community College Faculty Association: Teaching and Learning Excellence Conference in Springfield, IL on October 30<sup>th</sup>. The presentation was also co-authored by **Kim Snyder, Physical Therapist Assistant Program Coordinator/Professor**.

**John Bast, Respiratory Care Program Clinical Instructor**, attended the High Frequency Ventilator and Nitric Oxide Presentation at St. Louis Children’s Hospital in St. Louis, MO on November 20<sup>th</sup>.

**Dana Wood, Coordinator, Medical Assistant Program**, organized and hosted a Professionalism & Employment Workshop for the MA students. Dana was also assisted by **Sue Vaughn, Sr. Adjunct MA Instructor** and **Jennifer Johnson, Part time MA Instructor**. The workshop was attended by the 2<sup>nd</sup> year MA students and held here at SWIC with representatives from Mercy, Washington University, BJC, and St. Anthony’s hospitals on November 20<sup>th</sup>.

**Kim Keel, Associate Professor, Nursing Education Program, Colleen White, Professor, Nursing Education Program**, all Nursing Education Faculty, Student Nurse Association members and all NE students collected sufficient food and donations to assemble and deliver 57 food baskets to families residing throughout the SWIC community on November 23<sup>rd</sup> and 24<sup>th</sup>.

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

October and November 2015  
(and earlier items not included previously)

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

**Diane Dodd, Coordinator, Respiratory Care Program**, attended the Respiratory Care Student Association Meetings at St. Elizabeth's Hospital in Belleville, IL on October 23<sup>rd</sup> and November 13<sup>th</sup>.

**Diane Dodd, Coordinator, Respiratory Care Program**, gave a presentation entitled Critical Care Mechanical Ventilation to the Intensive Care healthcare providers at St. Elizabeth's Hospital, Belleville, IL on October 20<sup>th</sup>.

**Diane Dodd, Coordinator, Respiratory Care Program**, gave a presentation entitled Initiation and Troubleshooting of Mechanical Ventilators to the Post-Anesthesia healthcare providers at St. Elizabeth's Hospital, Belleville, IL on November 4<sup>th</sup>.

**Diane Dodd, Coordinator, Respiratory Care Program and John Bast, Respiratory Care Program Clinical Instructor** attended the Specialized Pulmonary Function Testing presentation given by Pamela Bates, Washington University at St. Elizabeth's Hospital in Belleville, IL on October 13<sup>th</sup>.

**Diane Dodd, Coordinator, Respiratory Care Program, and John Bast, Respiratory Care Program Clinical Instructor**, attended the Transcutaneous Monitoring and Intrapulmonary Percussive Ventilation presentation given by George Hamilton, BEMES at St. Elizabeth's Hospital in Belleville, IL on October 27<sup>th</sup>.

**Jill Bingheim, Professor, Nursing Education** attended the 2015 Nephrology Education Day at the Bevo Mill in St. Louis, MO on October 29<sup>th</sup>.

**Jill Bingheim, Professor, Nursing Education, Susan Wessel, Professor, Nursing Education, Jane Ohl, Associate Professor, Nursing Education** and a group of 20 second year nursing students, attended the O'Fallon Pediatric Seminar in O'Fallon, IL on November 21<sup>st</sup>.

**Jill Bingheim, Professor, Nursing Education, Susan Wessel, Professor, Nursing Education, and Jane Ohl, Associate Professor, Nursing Education**, attended Memorial Hospital's Research Day at the Shrine of Our Lady of the Snows in Belleville, IL on November 13<sup>th</sup>.

**Dana Wood, Coordinator, Medical Assistant Program**, attended the Illinois Society of Medical Assistants State Symposium at the Drury Inn, O'Fallon, IL on November 6<sup>th</sup> & 7<sup>th</sup>.