



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Marsh Conference Room
Belleville Campus
June 21, 2017**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, June 21, 2017 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:00 p.m.

ROLL CALL

Trustees present:

John S. Blomenkamp
Nick Mance
Robert G. Morton
Oscar Rodriguez, Student Trustee
Richard Roehrkas
Eugene Verdu

Trustees absent:

Dr. Harry Briggs
Philip L. Smith

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 "Appointment of Interim Director of Public Safety" be pulled from the consent agenda.

MOTION 06-21-17:01

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

- approve the minutes of the special Board meeting of May 1, 2017; the special Board meeting of May 10, 2017; the Executive Session of the special Board meeting of May 10, 2017; the Executive Session Review of May 17, 2017; the Executive Session of the

Executive Session Review of May 17, 2017; and the regular Board meeting of May 17, 2017;

- approve first reading of proposed amendments to Administrative Procedure 4021AP, Refund Policy; and Administrative Procedure 6007AP, Purchasing;
- increase budget for PSOP Roof Replacement project to complete reinstallation of the roof top mechanical system by France Mechanical, Glen Carbon, IL at a cost of \$17,650 using PHS funds;
- endorse the FY 2019 RAMP capital request and to submit to the Illinois Community College Board;
- approve contract renewal with Pepsi Beverages Company, St. Louis, MO for the period July 1, 2016 through June 30, 2023;
- rescind Tucanna T-Flow Software lease agreement with Konica Minolta, St. Louis, MO, due to lack of state funding;
- renew Deep Freeze enterprise license with Faronics, Pleasanton, CA for three years at an investment of \$13,648.80;
- accept renewal of the Highway Construction Careers Training Program (HCCTP) grant from the Illinois Department of Transportation in the amount of \$354,400 for the period July 1, 2017 through June 30, 2018 to provide funding at the East St. Louis Community College Center for training in construction skills, predominantly for minorities and women;
- accept renewal of the Madison County Community Service Block grant in the amount of \$18,650 for the period January 1, 2017 through December 31, 2017 to fund tuition for Adult Education students enrolled in Certified Nurse Assistant courses at the Sam Wolf Granite City Campus and to also pay for High School Equivalency testing fees for low-income students in Madison County;
- accept new grant from AgeSmart Community Resources in the amount of \$5,000 for the period April 1, 2017 through December 31, 2017 to provide supplemental funds to offer Senior Health Insurance Program (SHIP) counseling in the PSOP Resource Center;
- accept new grant funded by Get Up and Go of St. Clair County in the amount of \$500 for the period May 1, 2017 through December 31, 2017 to provide reimbursement for the purchase of materials, supplies and equipment directly related to the building and maintenance of a community garden;
- approve renewal agreement between Barnes-Jewish Hospital, St. Louis, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Radiologic Technology program) to participate in clinical experience;
- approve new Memorandum of Understanding between the East St. Louis Housing Authority and Southwestern Illinois College, District #522 to serve residents of the East

St. Louis community who qualify for adult education services. The MOU does not involve any exchange of monetary resources from either party;

- approve amendment to 2017-2018 Academic Calendar;
- discontinue ACT testing to the District's high schools effective on or after July 1, 2018;
- accept the resignation of Kimberly Vrooman, AmeriCorps Project Director, effective close of business June 16, 2017;
- accept the resignation of Andrea Fohne, Executive Assistant-IT, effective close of business June 16, 2017;
- accept the resignation of Jeff Blue, Coordinator of College Activities and Theatre Operations at the Belleville Campus, effective close of business May 19, 2017;
- accept the resignation of Melanie Reinhardt, Communication Specialist, effective close of business June 16, 2017;
- accept the retirement notification of Robert Beckett, Coordinator and Professor of the Aviation Maintenance Technology program in the Technical Education division, effective close of business July 31, 2019;
- accept the retirement notification of Tina Dierkes, Ph.D., Coordinator and Professor of the Office Administration and Technology program in the Business division, effective close of business July 31, 2019;
- accept the retirement notification of Charles Gulash, Coordinator and Professor of the Welding Technology program in the Technical Education division, effective close of business July 31, 2019;
- accept the retirement notification of Charles Hannon, Professor in the Cisco Networking Academy and the Network Design & Administration program in the Business division, effective close of business July 31, 2019;
- accept the retirement notification of Karen Jobe, Professor of Sociology/Anthropology in the Liberal Arts division, effective close of business July 31, 2019;
- accept the retirement notification of Mary Lutz, Computer Information Systems and Office Administration and Technology programs in the Business division, effective close of business July 31, 2019;
- accept the retirement notification of Connie Park, Associate Professor of Mathematics in the Math & Sciences division, effective close of business July 31, 2019;
- accept the retirement notification of Carol Eckert, Director of Nursing Education in the Health Sciences & Homeland Security division, effective close of business June 30, 2017;

- accept the retirement notification of Barbara Warchol, Administrative Assistant in the Business Office, Belleville Campus, effective close of business June 30, 2017;
- accept the retirement notification of Sandra Donjon, Executive Assistant at the Red Bud Campus, effective close of business June 30, 2017;
- appoint Terence Willis to the full-time administrative position of Information Security Officer at the Belleville Campus effective July 10, 2017 at an annual salary of \$75,000 and subject to the Personnel Procedures for Administrators;
- transfer full-time Commissioned Public Safety Officer Aaron Hutto from the Sam Wolf Granite City Campus to the Belleville Campus effective June 26, 2017, subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and the Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2012-2016;
- adopt by title only resolution required annually by the State of Illinois pertaining to the certification of prevailing wage rates for construction of public works with the District;
- adopt resolution required annually by the State of Illinois pertaining to the certification of prevailing wage rates for construction of public works with the District;
- ratify the hire and termination of part-time and temporary faculty and staff according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

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

APPROVAL OF BILLS

MOTION 06-21-17:02

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

Education Fund	\$1,049,016.70
Operations & Maintenance Fund	198,378.30
Restricted Purposes Fund	383,175.99
Trust & Agency Fund	23,540.88
Liability, Protection & Settlement Fund	52,732.29
Self-Insurance Fund	162,975.25
 Grand Total All Funds:	 \$1,869,819.41

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

PLANNING AND POLICY COMMITTEE REPORT

Chairman Mance reported the committee had no items.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkas reported the committee had no additional items.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton presented agenda topic "Appointment of Interim Director of Public Safety" that was pulled from the consent agenda.

MOTION 06-21-17:03

Mr. Blomenkamp moved, seconded by Mr. Morton, to appoint Rob Luttrell to the full-time administrative position of Interim Director of Public Safety effective June 21, 2017 at a stipend of \$400 per month. Upon a roll call vote, those members voting aye were Mr. Rodriguez (Opinion), Mr. Blomenkamp, Mr. Morton, Mr. Roehrkas, Mr. Verdu and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Smith. **PASSED**

EXECUTIVE SESSION

*Mr. Morton moved, seconded by Mr. Verdu, to move into Executive Session at 6:17 p.m. to discuss personnel. Upon a roll call vote, those members voting aye were Mr. Rodriguez (Opinion), Mr. Blomenkamp, Mr. Morton, Mr. Roehrkas, Mr. Verdu and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Smith. **PASSED***

There was consensus to return to regular session at 6:32 p.m.

ACTIONS TAKEN AS A RESULT OF EXECUTIVE SESSION

MOTION 06-21-17:04

Mr. Morton moved, seconded by Mr. Blomenkamp, to approve an omnibus vote on the actions taken as a result of Executive Session. Following a voice vote the motion **PASSED**.

MOTION 06-21-17:05

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

approve Memorandum of Understanding and Settlement with Jana Ross, SWIC EE, Local 6600 concerning grievance;

rescind the May 10, 2017 reduction-in-force of full-time Biology Lab Technician Jana Ross, effective June 30, 2017;

approve by title only Resolution Authorizing Reduction-in-Force for Part-time SWIC Educational Employee;

adopt Resolution Authorizing Reduction-in-Force for Part-time SWIC Educational Employee Ellyn Karcher, Part-time Life Science Lab Technician effective June 30, 2017;

rescind the May 10, 2017 reduction-in-force of Help Desk Technician Brandon Carel;
and

rescind the May 10, 2017 reduction-in-force of Part-time Physical Plant Employee Kyle Ainsworth.

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

REPORTS

President's Report

The ICCTA Board of Representatives created the Trustee Education Award in 1992 to recognize outstanding achievement in the area of professional development. Recipients of this honor have participated in 15 or more ICCTA seminars. This year Board Chair Nick Mance has achieved that status. Congratulations to Chairman Mance.

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

SWIC's High School Equivalency Graduation honoring 188 students who earned their High School Equivalency certification was held May 17. Twenty-four of the graduates were eligible for the Top 20% Scholarship.

The Senior Companion Program held its annual recognition luncheon honoring 130 senior volunteers for their time and dedication to this program May 17 at PSOP.

PSOP hosted the Secretary of State Mobile Driver's Unit on June 14 during which 20 individuals age 50 and above renewed their driver's license, purchased their license plate sticker or obtained a state ID.

PSOP was also host site for a two-day AARP Driver Safety class June 15 and 16 during which participants age 55 and above learned safe driving techniques and provided them an opportunity to qualify for a reduction in their car insurance rates upon completion of the class.

The Red Bud Campus, in partnership with the Monroe-Randolph Regional Office of Education, sponsored Stella Girls STEM Summer Camp on June 5-9. The camp was attended by 77 girls ranging from grades three through eight who are interested in science, technology, engineering and math.

SWIC's Red Bud Campus will be the host site for the Monroe-Randolph County Regional Office of Education's I-STEM program during the month of July. Approximately 45 teachers from local school districts will participate for ten days to improve their math and science classroom practices. Participating teachers will receive math or science graduate credit from SIUE.

Running Start enrollment is currently up 41% for the Fall semester 2017. Earlier this month Running Start staff enrolled 319 students for Fall semester 2017, which is a new all-time high. Fall semester 2016 began with 227 students.

The annual Chuck Whitehead SWGCC Golf Scramble was held Friday, May 19 at the Legacy Golf Course in Granite City. Chuck Whitehead returned with his son to join 58 golfers. Many thanks to all who supported this event that raised nearly \$3,000.

Student Development

The Athletic Department had ten academic All-American's this year, which is a GPA of 3.6 or higher without dropping classes.

The Glo Bingo event held April 28th raised \$11,949 for student scholarships.

The Disability & Access Center conducted 144 consultations with community agencies to assist SWIC students with comprehensive needs to stay in school. The Disability & Access Center also facilitated 399 consultations with faculty to address student access needs.

ICCTA Report

Trustee Roehrkasse provided a report on the ICCTA Annual Convention held in Normal IL on June 2-3, 2017. The ICCTA officers for 2017-2018 are:

James Endress (Highland)	President
Fritz Larsen (Black Hawk)	Vice President
Maureen Broderick (Joliet)	Treasurer
Tim Black (Black Hawk)	Secretary

SWIC Trustees Blomenkamp and Roehrkasse attended the Trustee Leadership Training for newly-elected trustees. Completion of the four-hour training fulfills the requirements of Public Act 99-0692.

The ICCTA Executive Committee Retreat will be held August 4-5, 2017 at Highland Community College in Freeport IL.

Attorney's Report

Mr. Hoerner stated he had no report.

MISCELLANEOUS

Board Chair Mance stated the next meeting of the Board of Trustees will be held Wednesday, July 19, 2017 at the Red Bud Campus.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Roehrkasse to adjourn the meeting at 6:43 p.m. The motion carried.

Approved: **07.19.17**

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

June 2017

Presented by Dr. Janet Fontenot, Dean of Business Division

Steve Bushong, Professor of Network Design and Administration, successfully passed the Cisco Certified Network Associate Security (CCNA Security) professional certification exam. This certification directly aligns to coursework in the networking program that validates associate-level knowledge and skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security.

Matt Swinford, Coordinator of the Network Design and Administration program, successfully renewed his Cisco Certified Network Professional (CCNP) Routing and Switching professional certification. This certification is used to teach networking students the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks.

Matt Swinford, Coordinator of the Network Design and Administration program, and Charles Hannon, Professor of Network Design and Administration attended the Working Connections IT Faculty Development Institute sponsored by the Illinois Community College Board. The institute was held from May 22 through 26 at the Capital City Training Center in Springfield Illinois. Mr. Swinford attended the course “CCNA Network Security Instructor Training” and Mr. Hannon participated in “Hacking Using Python”.

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

April and May 2017
(and earlier items not included previously)

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

Michelle Kujawa, Full Time Instructor, Physical Therapist Assistant Program and Bob Lutz, Adjunct Faculty Physical Therapist Assistant Program, served as elected Assembly Representatives for the Southern District at the Illinois Physical Therapy Association Assembly Meeting in St. Charles, IL on April 22nd.

Kim Snyder, Coordinator, Physical Therapist Assistant Program, Michelle Kujawa, Full Time Instructor, Physical Therapist Assistant Program and Ashley Gisher, Adjunct Faculty, Physical Therapist Assistant Program, attended the Illinois Physical Therapy Association Southern District Meeting at SSM Edwardsville in Edwardsville, IL on May 2nd.

Michelle Kujawa, Full Time Instructor, Physical Therapist Assistant Program, attended the Illinois Physical Therapy Association Revitalize Conference in St. Charles, IL on April 21st-22nd.

Dana Woods, Coordinator, Medical Assistant Program, attended a Southern Illinois Regional Medical Assistants (SIRMA) meeting at SWIC on March 22nd.

Dana Woods, Coordinator, Medical Assistant Program, attended the Illinois Society of Medical Assistants (ISMA) State Conference, Business Meeting & Educational Sessions at the Hyatt Regency in O'Fallon, IL on April 20th-22nd.

Dana Woods, Coordinator, Medical Assistant Program, hosted for our MA Students, a Professional MA Workshop by BJC Recruiter at SWIC on April 24th.

Dana Woods, Coordinator, Medical Assistant Program, attended the Southern Illinois Regional Medical Assistants (SIRMA) regular business meeting and post-conference meeting at SWIC on May 21st.

Sue Wessel, Professor, Nursing Education Program and Kim Keel, Associate Professor, Nursing Education Program, attended the NCLEX Boot Camp for Nurse Educators in St. Louis, MO on April 18th-19th.

Sue Wessel, Professor, Nursing Education Program, attended a conference entitled Nursing Documentation: Proven Strategies to Keep Patients and your License Safe in St. Louis, MO on April 21st.

Cynthia Winfield, Associate Professor, Nursing Education Program, Lyn Martin, Professor, Nursing Education Program and Beth Raftopoulos, Associate Professor, Nursing Education Program, attended a conference entitled Nurse Institute: Leading the Path for Change in Branson, MO on April 6th-7th.

Carol Eckert, Director, Nursing Education Program and Cynthia Winfield, Associate Professor, Nursing Education Program, along with some of the students, participated in the PSOP Health Fair at PSOP, Belleville, IL on April 29th.

Jane Ohl, Associate Professor, Nursing Education Program, along with the second year nursing students, assisted with CPR instruction for the Health Class students of Belleville West High School, Belleville, IL on April 18th -20th.

Susan Wessel, Professor, Nursing Education Program, along with second year nursing students, assisted with CPR instruction for the Health Class students of Belleville West High School, Belleville, IL on April 20th.

Colleen White, Professor, Nursing Education Program, attended the AWHONN Section Conference in Peoria, IL on April 20th-21st.

Diane Dodd, Respiratory Care Program Coordinator, attended the Barnes Jewish Hospital Recruiting Event for Respiratory Therapy students at BJC Institute of Learning, St. Louis, MO on April 26th.

Diane Dodd, Respiratory Care Program Coordinator, attended the Illinois Society for Respiratory Care State Conference in Oak Brook, IL on May 31st.

John Bast, Respiratory Care Program Clinical Coordinator, attended the Missouri Sleep Conference in St. Louis, MO on April 8th.