



**BOARD OF TRUSTEES**  
**Community College District No. 522**

**Special Board Meeting**  
**Bella Milano Restaurant**  
**455 Regency Park**  
**O'Fallon, IL 62269**  
**March 30, 2015**  
**6:00 p.m.**

**CALL TO ORDER**

A special meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Monday, March 30, 2015 at Bella Milano Restaurant, 455 Regency Park in O'Fallon, Illinois. Chairman Nick Mance called the meeting to order at 6:14 p.m. and announced the purpose of the special meeting was a Board retreat.

**ROLL CALL**

Trustees present:

Harry Briggs, Ph.D.  
Kenneth R. Joseph  
Nick Mance  
Robert G. Morton  
Richard Roehrkas  
Philip L. Smith  
Eugene Verdu

Trustee absent:

Nicholas Raftopoulos, Student Trustee

Attorney present:

Garrett P. Hoerner

**PUBLIC COMMENTS**

There were no public comments; however Chairman Mance stated there may be a second retreat within several months that may include the vice presidents or maybe just President Costello.

**COMMENTS**

Dr. Costello read a prepared statement and asked that questions, if any, be addressed at the conclusion of her statement.

President Costello requested a continuous question and answer dialogue with the trustees effective with the April 2015 meetings. Trustees were invited to attend the weekly staff meetings, limited in number to not violate the Open Meetings Act. She encouraged trustees to send her a list of any questions concerning agenda topics and/or the Board committees.

Dr. Costello reported staff is ready to bring the Strategic Plan, separate from AQIP, to the Facilities and Finance Committee and then present it to the entire Board of Trustees. The proposed policy changes concerning strategic planning were placed on hold a few months ago.

Dr. Costello stated she inherited a strategic planning system that was lacking key performance indicators and clear planning alignment. Blown up committees of 20-30 people have now been reduced to a minimum of 10-12, which has saved money and time.

President Costello said there was a lack of a centralized information management system prior to her arrival; and now a new data warehousing effort is underway. Previously you could engage three people concerning the same question and receive three different answers. This will not occur with the new data warehousing system.

Operations and Maintenance will now be included in the budget.

The Fund Balance includes working cash funds and has grown by 61% since 2010.

The move from Counselors to Academic Advisors has more than doubled service capability at half the cost. The peak period wait times in Counseling has been reduced to less than one hour from four to five hours.

Business process documentation to standardize/document/share all business processes did not exist until Dr. Costello directed CIO Riha to write them.

SWIC has experienced a decline in enrollment attributable to the decline in high school populations, but it seems to be rebounding. The recently published enrollment increases of other higher education schools are misleading, i.e. Lindenwood Enrollment Up 20 Percent. This statistic is based on a student enrollment base of less than 1,000. SWIC enrollment remains the highest enrollment of all other institutions.

Dr. Costello stated we need to do something (and soon) with the fund balance and requested a sense of direction from the trustees as to their preference in utilizing it. Chairman Mance stated the fund balance is not a problem, compared it to a savings account and said, "Before we spend that money we are going to pay off our debts." Trustee Morton stated, "The fund balance is up and that is a good thing, but we do have expenses to pay. I like that Chairman Mance said you have to pay your debts before spending the money in the fund balance."

Dr. Briggs commented about college facilities, in particular the Belleville Campus baseball fields having no restrooms. The issue is there is no infrastructure for sewers. Restrooms in the intramural gym are available for use during game days; and porta-potties are sometimes brought in.

Trustee Roehrkasse asked if the role of the trustees is changing. Chairman Mance responded he thinks the trustees should be involved in the strategic plan. Mr. Roehrkasse offered a trustee should be present at some of the meetings. Trustee Verdu asked about the reporting cycle of the strategic planning group; will the information be provided to the trustees every three or six months, etc. Dr. Costello is planning a meeting with that committee and hopefully from the KPIs (key performance indicators) a decision can be made. Consensus was to receive the information quarterly.

Trustee Smith noted the interest on investments went down considerably but revenue went up and questioned what we are doing. President Costello stated that is a great question to which she doesn't have an answer.

Dr. Costello stated the class size at the Red Bud Campus is down. Administration has tried offering 2+2 programs with SIUC, block scheduling, etc. and nothing seems to work. Trustee Roehrkasse provided a brief history of the building acquisition and posed the question: What do we do with the Red Bud Campus? We need to look at options. Trustee Briggs declared we have to have a presence in the community and not abandon the plan; you sometimes have to 'bite the bullet'. Chairman Mance questioned, "What if we made the Red Bud Campus a specialty center?" Trustee Verdu suggested perhaps the Foundation could provide more scholarships to attend at the Red Bud Campus.

#### **MISCELLANEOUS**

The April committee meetings are scheduled for Monday, April 6, 2015 beginning at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus. The college is closed Friday, April 3 and the meetings need to be rescheduled.

Mr. Smith moved, seconded by Mr. Morton, to move the April committee meetings of the Board of Trustees to Monday, April 13, 2015 beginning at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus. Following a voice vote the motion carried.

#### **ADJOURNMENT**

Mr. Verdu moved, seconded by Mr. Morton, to adjourn the meeting at 8:55 p.m. Following a voice vote the motion carried.

Approved: **04.22.15**

Respectfully submitted,

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Nick J. Mance  
Chairman, Board of Trustees

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Beverly J. Fiss  
Secretary to the Board of Trustees