



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Marsh Conference Room
Belleville Campus
May 18, 2016**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, May 18, 2016 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:08 p.m.

ROLL CALL

Trustees present:

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

Trustees absent:

Samuel Hart Morgan, Student Trustee
Eugene Verdu

PUBLIC COMMENTS

There were no public comments.

FACULTY AND ADJUNCT FACULTY OF THE YEAR AWARDS

Chairman Mance reported Southwestern Illinois College is pleased to nominate Mark Bosworth for the ICCTA 2016 Outstanding Full-time Faculty Member Award. Mr. Bosworth is an Assistant Professor in the Industrial Technology program. Chairman Mance also reported Krista Olson, Adjunct Instructor of Biology, was SWIC's nomination for the ICCTA 2016 Outstanding Part-time Faculty Member Award. The nominees will be recognized at the ICCTA Convention in Springfield, IL on June 3-4, 2016.

OATH OF OFFICE

Chairman Mance directed the Board Secretary to administer the Oath of Office to Commissioned Public Safety Officer at the Belleville Campus Hatim "Tim" Salah, who was appointed April 20, 2016.

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 Roehrkas pulled XI. Item 3, Purchase of Avaya Scopia Video Conference Equipment from the consent agenda.

MOTION 05-18-16:01

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

- approve the minutes of the regular Board meeting of April 20, 2016 and the Executive Session of April 20, 2016;
- adopt new Board Policy 7021, Sexual Harassment/Misconduct;
- award the lowest responsible bid for a Trimble TX5/X130 Scanner to BuildingPoint Midwest of Aurora, IL in the amount of \$50,613.95;
- award the lowest responsible bid for a childbirth simulator to CAE Healthcare of Sarasota, FL in the amount of \$95,664.00;
- approve addendum to Professional Services Agreement with Sitton Consulting Group in an amount not to exceed \$5,200 through January 31, 2017;
- change Network Services Equipment maintenance vendor from Park Place Technologies to SEI Service Express, Inc., Grand Rapids, MI for the period July 1, 2016 through June 30, 2019;
- purchase two Brocade switches from Dell at a cost of \$13,500; expansion licenses for the Compellent SAN at a cost of \$15,335 from Avalon Technologies, Inc.; and professional services to move, install and configure the disk drive enclosure at a cost of \$6,000, for a total investment of \$34,875.00;
- purchase a 4TB capacity license for the CommVault backup system from CDW for a total investment of \$15,243;
- dispose of a breathing air compressor in accordance with Board Administrative Procedure 6008AP;
- dispose of capitalized surplus network equipment in accordance with Board Administrative Procedure 6008AP;
- accept renewal grant from AgeSmart Community Resources combined with the financial support from the St. Clair County Mental Health Board in the amount of \$25,000 for the period October 1, 2016 through September 30, 2017 to provide individual counseling, group support and information/referral services to St. Clair County residents who are caregiving for someone over age 60 or caregiving for someone with an organic brain disorder such as Alzheimer's;

- accept extension from the Midwest Renewable Energy Association, as part of a U.S. Department of Energy SunShot Initiative grant, in the amount of \$7,200 for the period extended through January 31, 2017 for IGEN to complete the goals and deliverables outlined in the grant Scope of Work;
- approve renewal facility agreement between Challenge Unlimited, Alton, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology (HMS) program at Southwestern Illinois College;
- approve new facility agreement between Securitas, O'Fallon, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at Southwestern Illinois College;
- approve new facility agreement between Sparta Terrace, Sparta, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at Southwestern Illinois College;
- approve addendum to new agreement between Covenant Care Midwest, dba Cedar Ridge Health and Rehab Center, Lebanon, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently Physical Therapist Assistant program) to participate in clinical experience;
- approve renewal agreement between Landmark Hospital of Columbia, LLC, Columbia, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students (currently Respiratory Care program) to participate in clinical experience;
- approve renewal agreement between Southern Illinois Hospital Services, Carbondale Memorial Hospital, Carbondale, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences students (currently Respiratory Care program) to utilize the clinical facility;
- approve renewal agreement between Veterans Affairs, St. Louis, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students (currently Physical Therapist Assistant program) to participate in clinical experience;
- approve new waiver/release, certification of insurance and indemnification agreement used by students enrolled at Southwestern Illinois College in the Heating, Ventilation, Air Conditioning and Refrigeration program who have the opportunity to 'job shadow';
- approve new agreement between Trans States Airlines Aviators Program and Southwestern Illinois College, District #522 designed to be a long-term internship with Trans States Airlines, LLC for student pilots enrolled in a professional pilot training program to provide a bridge to a 121 professional pilot career;
- approve course fee adjustments;
- approve the Minimum Instructor Requirements;

- terminate the contractual agreement with St. Elizabeth's Hospital to provide the space and faculty for the Respiratory Care program and to move the program to the Belleville Campus of Southwestern Illinois College effective August 1, 2016;
- accept the resignation of Kyle Wilson, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business May 6, 2016;
- accept the resignation of Julie Wojtal, English Language Acquisition Program Director, effective close of business June 17, 2016;
- accept the resignation of Leon Fields III, Academic Advisor in the Academic Advising/Counseling Office, effective close of business May 5, 2016;
- accept the retirement notification of Nancy Kasper, Physical Plant Executive Assistant, effective close of business July 31, 2016;
- accept the retirement notification of Gregg Sweeten, professor of Aviation Maintenance Technology in the Technical Education division, effective close of business June 30, 2018;
- appoint Stephanie Reid to the full-time faculty position of Nurse Assistant Coordinator/Instructor effective August 15, 2016 at a Step 3, Below Masters level on the 2016-2017 Faculty Salary schedule (\$48,435);
- appoint Andrea Fohne to the full-time SWIC EE position of Executive Assistant for Information Technology at the Belleville Campus at a starting salary of \$32,834 effective June 16, 2016;
- reappoint the externally-funded full-time personnel in the SWIC Educational Employees bargaining unit for the period July 1, 2016 through June 30, 2017, subject to grant approval and continued receipt of sufficient grant and contract funding;
- advertise for the Full-time Commissioned Officer Hiring Eligibility List;
- 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; and
- award partial student support to Cameron M. Haas to attend Parkland College in the AG Technician program for the Fall 2016, Spring 2017 and/or Summer 2017 semesters.

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

APPROVAL OF BILLS

MOTION 05-18-16:02

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

Education Fund	\$1,982,889.67
Operations & Maintenance Fund	235,507.14
Restricted Purposes Fund	280,841.13
Trust & Agency Fund	26,959.07
Liability, Protection & Settlement Fund	181,233.61
Self-Insurance Fund	99,676.00
 Grand Total All Funds:	 \$2,807,106.62

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

PLANNING AND POLICY COMMITTEE REPORT

Chairman Joseph reported the committee had no additional items.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkassee introduced the agenda topic that was pulled from the consent agenda. Since being recommended for approval to the full Board by the Facilities and Finance Committee, there has been a reduction in cost of both the initial purchase of equipment and the subsequent hardware maintenance agreement.

MOTION 05-18-16:03

Mr. Roehrkassee moved, seconded by Mr. Morton, to purchase Avaya Scopia video conference hardware and software from STL Communications, Inc. in the amount of \$159,320.45 to include initial hardware purchase and software support for one year; the cost of hardware and software support for four subsequent years will be \$18,153.48 annually. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Joseph, Mr. Morton, Mr. Roehrkassee, Mr. Smith, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Verdu. **PASSED**

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton reported he had no additional items.

EXECUTIVE SESSION

Mr. Smith moved, seconded by Mr. Morton, to move into Executive Session at 6:24 p.m. to discuss personnel. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Joseph, Mr. Morton, Mr. Roehrkassee, Mr. Smith, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Verdu. PASSED

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

MOTION 05-18-16:04

Mr. Morton moved, seconded by Mr. Smith to approve the suspension of the College Activities Coordinator/Theatre Manager without pay for three (3) working days pursuant to Section 11.A. of the Personnel Procedures for Administrators. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Joseph, Mr. Morton, Mr. Roehrkassee, Mr. Smith, and Mr. Mance. Nays: None. Absent: Mr. Morgan (Opinion) and Mr. Verdu. **PASSED**

REPORTS

President's Report

Happy Birthday to trustees Dr. Harry Briggs and Phil Smith, who celebrated May birthdays. On behalf of the students, faculty and staff of Southwestern Illinois College, thank you for all you do.

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.

Granite City Lightning Strike

A week ago tomorrow lightning struck the rooftop at the Sam Wolf Granite City Campus. In trustees' packets is a Letter to the Editor praising regional firefighters which was published in the Sunday editions of the St. Louis Post-Dispatch and the Belleville News-Democrat. President Costello extended her sincerest appreciation to all Sam Wolf Granite City faculty, staff, students and administrators for facilitating an organized evacuation within minutes of the strike. Particular thanks to Campus Executive Director Nancy LeVault, Campus Public Safety Supervisor Rob Luttrell, Campus Physical Plant Supervisor Gary Gruenert, and Associate Dean of Instructional Services Pat Pou.

SAC Spring Highlights

The trustees' information packets included a Schmidt Art Center spring semester highlights report. March through mid-May offers three of our most popular exhibitions: our Senior Art Competition, our High School Student Show, and our SWIC Student Show. Collectively these three shows attracted 3,650 visitors to our Belleville Campus.

Community Services and Campus Operations

3091 students participated in Dual Credit classes during the 2015/16 school year. These students earned 11,777 credit hours. Another 148 students took Early Bird/Dual Enrollment classes, earning 444 credit hours.

The April Regional Leaders Breakfast was held April 20 in Steeleville. Area law enforcement officers were honored and scholarships were presented to students from Chester and Sparta. More than 180 were in attendance for this event.

Hundreds of young artists were greeted by SWIC and AmeriCorps volunteers at this year's Art on the Square. More children than could be counted proudly displayed their face painting, sponsored by SWIC.

The Foster Grandparent Recognition luncheon was held at PSOP on April 29 honoring 47 Foster Grandparents. These Foster Grandparents serve in schools and Head Start sites assisting at-risk youths. Mary Cummings was the recipient of the annual Eugene Verdu Volunteer Service Award.

PSOP's annual Senior Celebration was held May 6 and was attended by more than 300 seniors. The event was sponsored by PSOP, the City of Belleville and Belleville Township.

The Red Bud Campus is partnering with Monroe-Randolph Regional Office of Education to offer Stella Girls STEM Summer Camp 2016 from June 6-10. The week long camp can accommodate up to 40 girls in grades 3-8 who are interested in science, technology, engineering and math.

Seventy-four (74) Running Start students representing five high schools (New Athens, Granite City, O'Fallon, Mascoutah and Belleville) will receive their associate degree diplomas at SWIC's Commencement on May 19.

Student Development

Belleville Campus Activities

The honors and achievements of our students were presented at the annual Recognition Breakfast on April 30, 2016. Over 140 students received awards.

The Student Leader Group, as their community project, presented Family Fun Night on May 6, 2016. Twenty clubs and organizations from the three campuses collaborated by creating carnival games and activities for the community with special attention to the children in foster care with Family Home + Aid.

Disability & Access Center

Due to the high and growing number of students with disabilities requiring "reduced distraction" testing environments as an accommodation, sound proofing panels will soon be installed throughout the Testing and Access Labs within the Disability & Access Center. The project is being funded through the Perkins Grant.

Students with "print" disabilities may be unable to utilize standard textbook. In response, during this spring semester, the Disability & Access Center converted 142 textbooks and classroom materials into various alternate accessible formats such as audio, electronic text, large print, Braille and tactile graphics in order to create equal access for identified students.

Kids' Club

Kids' Club attended the second part of the Sprouting Science training through Missouri Botanical Gardens, and we are now buying and planting fruit and vegetable plants for our garden.

Kids' Club, in conjunction with Missouri Botanical Gardens, hosted a family night at the Missouri Botanical Gardens with free admission, food and activities.

Red Bud Campus Activities

During the Student Recognition Breakfast on April 30, Red Bud Campus' Executive Director, Michael Reed, honored six RBC students with an Academic Achievement award for holding a 4.0 grade point average.

Ashley Byers, Job Placement Specialist and Personal Advocate, coordinated a Spring 2016 Job Fair at the Red Bud Campus on May 5.

ICCTA Report

Trustee Roehrkasse provided the ICCTA Board Highlights from the May 4, 2016 Lobby Day and the May 3, 2016 meeting held in Springfield, Illinois.

The next ICCTA Board of Representatives meeting will be held in conjunction with the ICCTA Annual Convention on June 2-4, 2016 in Springfield, Illinois.

Attorney's Report

Mr. Hoerner stated he had no report.

MISCELLANEOUS

Chairman Mance announced the June 15, 2016 meeting of the Board of Trustees will be held at the Sam Wolf Granite City Campus.

ADJOURNMENT

Mr. Morton moved, seconded by Dr. Briggs to adjourn the meeting at 6:35 p.m. The motion carried.

Approved: **06.28.16**

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

March and April 2016

Presented by Brad Sparks, Dean of Technical Education

The Aviation Management program received FAA authorization to offer an Aircraft Dispatcher Program on March 31. Our industry partners indicate a significant need for this program in our region.

Precision Machining Technology Students competed at the SKILLSUSA competition on April 21 and 22 and brought home 10 out of 12 possible medals in 4 contests to include four 1st place finishes. Four of these students will be competing at the national contest in June. Mark Bosworth is the faculty mentor for our competitors.

Technical Education staff visited or hosted 9 different high schools during March and April to offer information about the division's offerings. Division staff also visited or hosted 7 different companies during March and April. Planning has begun for the increasingly popular Manufacturing Day event which will be held on October 7 of this year.

Kevin Corgan, full-time faculty member in Welding, organized an American Welding Society student night on the Granite City campus on April 21. More than 100 students and industry professionals were in attendance.

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

March and April 2016
(and earlier items not included previously)

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

Diane Dodd, Respiratory Care Program Coordinator, attended a webinar entitled “Addressing Issues in End of Life Care”, at St. Elizabeth’s Hospital in Belleville, IL on March 15th.

Diane Dodd, Respiratory Care Program Coordinator, attended a Leadership Conference entitled “Crucial and Difficult Conversation” at St. Elizabeth’s Hospital in Belleville, IL on March 29th.

Diane Dodd, Respiratory Care Program Coordinator, taught the American Heart Association Basic Life Support Course to the hospital healthcare staff at St. Elizabeth’s Hospital in Belleville, IL on April 5th.

John Bast, Respiratory Care Program Clinical Coordinator, taught Tracheostomy Care In-service to the RN Residents at St. Elizabeth’s Hospital in Belleville, IL on April 5th.

Kim Snyder, Coordinator, Physical Therapist Assistant Program and Michelle Kujawa, Full Time Instructor, Physical Therapist Assistant Program, attended the Southern Illinois Special Interest Group meeting at Memorial Hospital in Belleville, IL on March 29th.

Kim Snyder, Coordinator, Physical Therapist Assistant Program, Michelle Kujawa, Full Time Instructor, Physical Therapist Assistant Program, Ashley Gisher, Adjunct Faculty, Physical Therapist Assistant Program, attended the Contemporary Pain Education in Physical Therapy Curricula event at Saint Louis University on April 1st.

Kim Keel, Associate Professor, Nursing Education Program, volunteered to make pizzas at Panterras in Edwardsville, IL with the Student Nurse Association to raise money for the nursing students on March 12th.

Kim Keel, Associate Professor, Nursing Education Program, attended the Nurse Educator Institute in Branson MO on April 14th & 15th.

Dana Woods, Coordinator, Medical Assistant Program, attended the Southern Illinois Regional Medical Assistant Continuing Education Session at Memorial Education Center in O’Fallon, IL on April 2nd.

Dana Woods, Coordinator, Medical Assistant Program, attended the Medical Assistant Education Review Board Resources Assessment Webinar in Belleville, IL on April 6th.

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

May 2016

Presented by Dr. Janet Fontenot, Dean of Business Division

Matt Swinford, Coordinator of the Network Design and Administration program received the Instructor Excellence Award from the Cisco Network Academy. This award recognizes Mr. Swinford's achievements as one of the top 10 percent of instructors globally in the areas of professional development, attention to student needs, student performance and resource utilization. He is now listed with other instructors who have received an award on the Cisco NetSpace Recognition Program website. This is the third time he has received this prestigious award.

Memo



To: Clay Baitman
From: Lynette Rienbolt
Date: May 10, 2016
Re: President's Report – April 2015

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

Selsius™ Client Projects

Dynegy Midwest Generation Co. Provided *Confined Space High Angle Rescue (four sessions)* training for a total of 80 employees.

Menasha Packaging – Provided *High-Impact Feedback & Listening and Coaching for Peak Performance (2 sessions)* training for 36 employees.

SunCoke Energy – Provided *NFPA 70E Arc Flash Refresher* and *CPR/First Aid/AED Refresher* training for 14 employees. Selsius also provided *Pre-Employment Electrical Testing* for 16 participants.

The Bank of Edwardsville – Provided *DiSC: Discovering Your Leadership Style and Making Meetings Work* training for a total of 25 employees.

Career Training (Open Enrollment)

Driver Safety (instructor led) – 2 seminars, 24 participants
Driver Safety (on-line) –113 participants
Business Skills Training - 3 seminars, 11 participants
Software Training – 2 seminars, 9 participants
Industrial Training – 1 seminar, 11 participants

Corporate Training (Contract)

Business Skills Training - 6 seminars, 81 participants
Industrial Training – 5 seminars, 94 participants
Pre-Employment Testing – 16 participants

Total - 19 seminars; 359 participants; 10 companies served