



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Marsh Conference Room
Belleville Campus
October 21, 2015**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, October 21, 2015 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:10 p.m.

ROLL CALL

Trustees present:

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

PUBLIC COMMENTS

Vice President Clayborne introduced Suzette Hecht, Director of Kids' Club. SWIC recently received a \$30,000 grant from the Newman's Own Foundation, as well as funding from the Fisher House Foundation, to support child care for currently enrolled active military and veteran students. The grant award was announced during a ceremony held in the Pentagon Hall of Heroes. Six nonprofits were selected from more than 300 entries. Ms. Hecht wrote the grant.

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. No items were pulled from the consent agenda.

MOTION 10-21-15:01

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

- approve the minutes of the special Board meeting of September 2, 2015; the regular Board meeting of September 16, 2015; the Public Hearing of September 28, 2015; and the special Board meeting of September 28, 2015;
- adopt proposed amendment to Board Policy 7002, Tobacco Free Campus;
- approve the following Protection, Health and Safety (PHS) projects for FY 2017 and forward to ICCB:

| | |
|--|------------|
| SWGCC Emergency Diesel Relocation | \$ 389,025 |
| BC IM Gym Drainage and Flooring Improvements | \$ 250,775 |
| BC IM Gym Boiler and Piping Replacement | \$ 196,140 |
| BC Schmidt Art Center Chiller Replacement | \$ 179,010 |
| BC South Campus Infrastructure/ADA Restrooms | \$ 185,050 |

Projects Total \$1,200,000;

- approve the Sam Wolf Granite City Campus Solar Panel Array project in the grant amount of \$500,000 and an update to the Campus Master Plan conducted by Ittner in the amount of \$75,445 plus out-of-pocket reimbursable expenses;
- modify e2Campus Emergency Notification System (SWIC Alert) agreement;
- approve Montgomery County Mutual Aid Agreement Memorandum of Understanding;
- approve the Illinois Funds Electronic Payments Merchant Application (e-Pay);
- dispose/decommission a 1996 Jeep Cherokee (VIN 1J4FT28S3TL291139) used by Public Safety at the Sam Wolf Granite City Campus and transfer the vehicle to the Auto Collision Repair Technology program;
- accept renewal US Department of Justice the Bureau of Justice Assistance: 2015 Bulletproof Vest Partnership grant in the amount of \$1,672.11 for the period April 1, 2015 through March 31, 2018 to provide vests for Public Safety officers;
- accept amendment to RSVP Federal grant in the additional amount of \$3,000 for the period April 1, 2015 through March 31, 2016 to provide volunteers for nonprofit agencies in St. Clair and Madison counties and to reimburse volunteers within certain guidelines;
- accept new NSF S-Stem grant in the amount of \$604,670 for the period October 1, 2015 through September 30, 2020 to support scholarships for underrepresented and socio-economically challenged populations majoring in a STEM discipline within the Math & Sciences division at SWIC;
- approve new facility agreement between Carrot Patch Child Care Center, Columbia, Illinois and Southwestern Illinois College, Community College District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;

- approve renewal facility agreement between Just Us Kids Child Care Center, St. Libory, Illinois and Southwestern Illinois College, Community College District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Learn With Us Child Development Center, Mascoutah, Illinois and Southwestern Illinois College, Community College District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Lessie Bates Davis Neighborhood House Day Care, East St. Louis, Illinois and Southwestern Illinois College, Community College District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Lighthouse Learning Center, Columbia, Illinois and Southwestern Illinois College, Community College #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Riverbend Head Start & Family Services, Collinsville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Smart Start Learning Center, New Baden, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve new facility agreement between St. Matthew Early Learning Center, Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Toddle Town, Inc., Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve renewal facility agreement between Uni-Pres Kindercottage, East St. Louis, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- approve new agreement between The Alzheimer's Association St. Louis Chapter and Southwestern Illinois College, District #522 to allow PSOP to create a new Living with Alzheimer's group that will serve people with early stage memory loss and their care partners;
- approve new intergovernmental cooperation agreement templates for the Running Start Agreement to provide the structure for the college to administer the program with participating partner high schools and homeschool students;

- accept gifts to the college;
- approve proposed course fee for new course FILM 225, Film and Literature;
- approve the 2016-2017 and 2017-2018 Academic calendars;
- approve the 2016-2017 Adult Basic Education calendar;
- accept the resignation of Debra Schachner, Academic Advisor, effective close of business September 18, 2015;
- accept the resignation of Marijo Klingler, Coordinator/Instructor in the Health Information Technology program effective close of business July 29, 2016;
- accept the retirement notification of Mike Leiker, Institutional Research/i2 Analyst, effective close of business December 31, 2015;
- accept the retirement notification of Cheryl Klitzing, Accounting Technician at the Belleville Campus Business Office, effective close of business October 30, 2015;
- appoint Terence Willis to the full-time administrative position of Systems/Application Security Analyst effective November 2, 2015 at an annual salary of \$60,000 with employment subject to the Personnel Procedures for Administrators;
- appoint Toni Muhammad to the full-time, grant-funded administrative position of Director, Retired Senior Volunteer Program, Foster Grandparent Program effective November 2, 2015 at an annual salary of \$40,000 with employment subject to the Personnel Procedures for Administrators;
- appoint Emily Voellinger to the full-time administrative position of Assistant Controller effective November 16, 2015 at an annual salary of \$65,000 with employment subject to the Personnel Procedures for Administrators;
- approve the tentative Hiring Eligibility List for Full-time Commissioned Public Safety Officers at the Belleville and the Sam Wolf Granite City Campuses;
- increase the salaries of the athletic coaching staff who are members of the non-bargaining unit part-time employee group who are currently employed and were previously employed for all or a part of Fiscal Year 2014-2015 exactly .25% retroactive to July 1, 2014; and to increase the salaries of the athletic coaching staff who are members of the non-bargaining unit part-time employee group who are currently employed and were previously employed for all of Fiscal Year 2015-2016, to date, exactly 3.00% retroactive to July 1, 2015. Members of this employee group not employed prior to July 1, 2015 shall receive no increase during the 2015-2016 fiscal year;
- ratify the Foundation Board appointment of Tina Besserman;

- create the new full-time administrative position of HRIS Functional Analyst position in the Human Resources Office at the Belleville Campus at an annual salary of \$50,000-\$60,000 and to advertise the position;
- ratify the hire of part-time and temporary faculty and staff according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff;
- approve BAS as the Third Party Administrator and COBRA Administrator and OptumHealth as the Reinsurer for the college's medical insurance plan for 2016;
- approve the following monthly premiums for the medical insurance Bronze Plan, the HMO Plan, and the PPO Plan for SWIC full-time employees (working an average 30 hours per week) for the period January 2016 through December 2016:

| <u>Plan Option</u> | <u>Monthly Rate</u> |
|------------------------|---------------------|
| Bronze-Single/Employee | \$ 93.18 |
| Bronze-Single/Employer | \$ 355.20 |
| Bronze-Family/Employee | \$1,048.44 |
| Bronze-Family/Employer | \$ 355.20 |
| HMO Single/Employee | \$ 664.20 |
| HMO-Single/Employer | \$ 0 |
| HMO-Family/Employee | \$2,109.94 |
| HMO-Family/Employer | \$ 0 |
| PPO Single/Employee | \$ 847.42 |
| PPO Single/Employer | \$ 0 |
| PPO Family/Employee | \$2,579.44 |
| PPO Family/Employer | \$ 0; |

- approve the following monthly premiums for the Bronze Plan, the HMO Plan, and the PPO Plan for SWIC full-time employees (working an average 37.5 to 40 hours per week) for the period January 2016 through December 2016:

| <u>Plan Option</u> | <u>Monthly Rate</u> |
|------------------------|---------------------|
| Bronze-Single/Employee | \$ 93.18 |
| Bronze-Single/Employer | \$ 355.20 |
| Bronze-Family/Employee | \$ 350.90 |
| Bronze-Family/Employer | \$1,052.72 |
| HMO Single/Employee | \$ 166.06 |
| HMO-Single/Employer | \$ 498.14 |
| HMO-Family/Employee | \$ 527.50 |
| HMO-Family/Employer | \$1,582.46 |
| PPO Single/Employee | \$ 211.86 |
| PPO Single/Employer | \$ 635.56 |
| PPO Family/Employee | \$ 644.86 |
| PPO Family/Employer | \$1,934.58; and |

- renew dental insurance coverage with Advantica for the college's dental insurance plan for the period January 1, 2016 through December 31, 2016 at the following rates:

| | |
|--------------------------|-------------------|
| Single Coverage | \$ 28.08 monthly |
| Employee Plus 1 Coverage | \$ 55.75 monthly |
| Family Coverage | \$102.61 monthly. |

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 10-21-15:02

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

| | |
|--|----------------|
| Education Fund | \$6,538,880.14 |
| Operations & Maintenance Fund | 708,413.38 |
| Operations & Maintenance Fund Restricted | 42,637.52 |
| Restricted Purposes Fund | 377,031.28 |
| Trust & Agency Fund | 28,917.52 |
| Audit Fund | 12,000.00 |
| Liability, Protection & Settlement Fund | 55,729.08 |
| Self-Insurance Fund | 54,910.02 |
| Grand Total All Funds: | \$7,818,518.94 |

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 Joseph reported he had no additional items.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkassee reported he had no additional items.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton reported he had no additional items.

EXECUTIVE SESSION

Mr. Morton moved, seconded by Mr. Verdu, to move into Executive Session at 6:35 p.m. to discuss personnel concerning programming. 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

Mr. Smith moved, seconded by Mr. Morton, to return to regular session at 7:00 p.m. The motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

There was no action taken as a result of Executive Session.

REPORTS

President's Report

Happy Birthday wishes to Trustee Roehrkas who celebrated his birthday October 11 and to Chairman Mance who celebrated a birthday October 18. Thank you for all you do on behalf of Southwestern Illinois College.

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.

Congressman Bost and his wife will hold a Women's Fair at the Belleville Campus on Saturday, October 24, 2015. The keynote speaker is Jackie Joyner-Kersey.

Manufacturing Day was held October 2 at the Sam Wolf Granite City Campus. By the numbers:

- SWIC hosted more than 500 high school students and 20 faculty from 16 area high schools.
- State Representative Daniel V. Beiser attended the event and took an in-depth tour of the Industrial Technology Center.
- The Executive Directors of the both the Madison County Chamber of Commerce and Local Workforce Investment Board attended the event.
- 29 exhibitors including 25 companies and 4 SWIC academic departments staffed display tables in The Commons.
- 11 manufacturers hosted student tours at their facilities.
- SWIC Culinary Arts and Food Management program prepared and served 800 lunches.
- Technical Education distributed approximately Manufacturing Day 750 t-shirts to visitors.
- KMOV/Channel 4 broadcast a story on the event including student interviews and demonstrations. DVDs have been provided to the trustees.

Student Development

College Activities Belleville Campus

- Welcome Week: Students were welcomed back to the Belleville Campus in spectacular fashion with a week of special events. Among the activities were inflatable mazes, walking tacos and bubble soccer.
- Club Fair: On September 9 over 20 clubs and organizations participated in our fall semester Club Fair on the Belleville Campus. Students were able to learn a little about each group from club members and were provided information.
- Constitution Day: On September 17, Belleville's College Activities Board conducted a voter registration drive in honor of Constitution Day.

- Fall Fest: On September 23, Belleville's College Activities Board threw their annual Fall Picnic. Students were treated to free BBQ while listening to a live broadcast of SWIC's internet radio station, Blue Storm Radio.
- Leadership Summit: On October 3, over 60 representatives from 25 student organizations gave up their Saturday morning to attend workshops designed to enhance leadership skills. CNN's 2013 Hero of the Year, Chad Pregracke from Living Lands and Waters, delivered an inspiring keynote address.

College Activities Red Bud Campus

- Red Bud Campus College Activities hosted a Blood Drive on September 23. For the first time the blood drive netted 25 pints, surpassing the previous high of 24 pints collected a few years ago.
- Approximately 200 people attended the RBC Phi Theta Kappa Beta Iota Iota Butterfly Festival on September 19.
- Phi Theta Kappa Beta Iota Iota adviser Krista Olson has two New Member Information Sessions scheduled during October for those students who are eligible for induction Fall 2015. The induction ceremony and reception will be held on October 22 at 7 p.m. in the Performing Arts Room.
- The Red Bud Campus College Activities annual Thanksgiving Food Drive kicks off with a "Donut for a Donation" on November 4 and closes with a "Free Lunch for a Donation" on November 18. The food items collected are donated to local food banks.

College Activities Granite City Campus

- 9/22 & 23----8+8 Hour Challenge..personal care items...goal was 200 received 388 items that were donated to the Salvation Army

Kids' Club

- Adult Basic Education staff observed September literacy month by reading to children in Kids' Club. Each person read a book and then did an activity with the children.

Veterans & Career Services

- Veterans & Career Services, in partnership with the Illinois Department of Employment Security, is hosting a Veterans Hiring Event on Wednesday, November 4, at the Belleville Campus. There are currently 105 employers registered to attend this event, which is also open to the community.
- In preparation for this event Veterans & Career Services is hosting a "Dress a Vet" project providing men's suits, dress shirts, shoes, belts, and ties to our Veteran students. The items are donated by Men's Wearhouse through H.E.R.O.E.S. Care, an

organization that supports military members and their families. We are pleased to be able to offer this opportunity to our Veteran students, along with resume preparation and interview training, to assist them in making the transition to the civilian workforce.

Diversity & Inclusion Committee

- The Diversity and Inclusion Committee has launched its efforts with an open discussion asking students to answer the question, “What does diversity mean?” The discussion was broadcast to multiple campuses. Over 100 students contributed their thoughts and ideas. Suggestions were taken from the students on possible topics for future diversity chats.
- In celebration of Hispanic Heritage Month, the Diversity and Inclusion Committee sponsored an event where students learned the traditional dances of Mexico and other South American countries. Students were able to demonstrate the steps while learning the historical context behind them.

Community Services and Campus Operations Adult Education

- Round one of the IGEN Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant concluded September 30, 2015. Adult Basic Ed was able to serve approximately 300 students.

PSOP

- The Senior Service Coordination Program started accepting Low Income Home Energy Assistance Program applications for seniors and disabled persons in public housing.
- RSVP Volunteer, Judie Loudon, has been named one of the 2015 Belleville Achieves Strength in Character (BASIC) Initiative Citizens of Character Awards. The award ceremony will be Tuesday, November 17.

Red Bud Campus

- Art students from area high schools will display their art work for Art du Jour on November 13 at the Red Bud Campus. A public reception will be held to present ribbons to winning art students. The art work will be on display at the Red Bud Campus through the following week.

Running Start Update

- The Running Start program began this academic year with 169 full-time students this Fall Semester, an increase of 49% over the Fall 2014 enrollment of 113 full-time students. Since its inception, the Running Start Program has generated more than 6,300 credit hours for high school students who represent nine high schools and local homeschool students. Most notable is that the Running Start students have

successfully completed more than 97% of the credit hours for which they have enrolled.

ICCTA Report

Trustee Roehrkaske reported the ICCTA Board of Representatives meeting will be held November 13-14, 2015 in Schaumburg, Illinois. A legal and legislative update will be presented by Robbins Schwartz and Thomas Ryder.

Mr. Roehrkaske provided the trustees with excerpts from the keynote speakers at the 2015 ACCT Leadership Congress held October 14-17 in San Diego.

Attorney's Report

Mr. Hoerner stated he had no report.

MISCELLANEOUS

Board Chair Mance announced he is stepping off of the Facilities and Finance Committee and appointed Trustee Morton to serve with Trustee Briggs and Chairman Roehrkaske. The change is effective immediately.

Mr. Roehrkaske moved, seconded by Dr. Briggs, to accept Chairman Mance's appointment recommendation. Upon a voice vote the motion carried.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Smith, to adjourn the meeting at 7:05 p.m. The motion carried.

Approved: **11-18-15**

Respectfully submitted,

Nick J. Mance
Chairman of the Board of Trustees

Beverly J. Fiss
Secretary to the Board of Trustee

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

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

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

Van Muschler, Director of Police Academy and Administration of Justice Coordinator, attended the Illinois Law Enforcement Training Board 50th Anniversary Program and Board Meeting in Springfield Illinois on September 9th & 10th.

Dana Wood, Coordinator, Medical Assistant Program, attended the Southern Illinois Regional Medical Assistant Chapter Meeting at Bob Evan's Restaurant in Fairview heights, IL on September 14th.

Diane Dodd, Coordinator, Respiratory Care Program, and John Bast, Respiratory Care Program Clinical Instructor, attended the NewMode via the Puritan Bennett 840 Ventilator In-service at St. Elizabeth's Hospital in Belleville, IL on September 16th.

Dana Wood, Coordinator, Medical Assistant Program, attended the American Association of Medical Assistants National Convention at the Double Tree Hotel in Portland, OR on September 17th-20th.

Diane Dodd, Coordinator, Respiratory Care Program, attended a Respiratory Care Student Association Meeting at St. Elizabeth's Hospital in Belleville, IL on September 18th.

Diane Dodd, Coordinator, Respiratory Care Program, and John Bast, Respiratory Care Program Clinical Instructor, taught the American Heart Association (AHA) Basic Life Support (BLS) courses at St. Elizabeth's Hospital for the program's RC students on October 5th, 8th, and 12th.

Diane Dodd, Coordinator, Respiratory Care Program, taught the American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) course at St. Elizabeth Hospital in Belleville, IL for the hospital healthcare providers on October 14th.

President's Report

Illinois State Police Merit Board Testing & Testing Center-Belleville Campus

October 19, 2015

On October 8, 2015, the Belleville Campus Testing Center at Southwestern Illinois College began administering the Illinois State Police Merit Board's Law Enforcement Officer Selection exam. The exam is mandatory for all candidates who wish to remain in the recruitment process to become an Illinois State Trooper.

In the past, the exam was offered one time each year. The exam sites were also limited to two locations in the State--Springfield and Chicago. Now, through a partnership with 18 Illinois Community Colleges, candidates are given more choices both in terms of days and times they wish to test as well as multiple test site locations across the State. The new online format for the exam replaces the paper format and provides a more efficient test process for the candidates, the Illinois State Police Merit Board, and the Testing Centers. A \$15.00 fee is assessed for each exam.

So far, a total of 57 candidates have either taken the exam, or, are scheduled to take the exam at the Belleville Campus Testing Center by the end of October. At the conclusion of testing in October, the Illinois State Police Merit Board will continue to direct future candidates to schedule their exams at the Belleville Campus Testing Center.

Southwestern Illinois College
Professional/Scholarly/Service Activities

August, September and October 2015

Presented by Brad Sparks, Dean of Technical Education

Brad Sparks, Dean of Technical Education, attended the Regional Advanced Manufacturing Partnership meeting at the St. Louis Economic Development Partnership offices in St. Louis, MO on August 12, 2015.

The Technical Education division hosted a Manufacturing Day celebration on October 2, 2015 with over 700 visitors to the SWGCC.

Brad Sparks, Peter Weitzel, Mark Bosworth, Tom Zach and Kevin Corgan presented a \$900,000 grant application to the National Science Foundation to continue development of the Industrial Technology Center on the SWGCC.

Memo



To: Clay Baitman
From: Lynette Rienbolt
Date: October 7, 2015, 2015
Re: President's Report – September 2015

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

Selsius™ Client Projects

US Transportation Command - Provided *Project 2010 Fundamentals* training for 12 of their employees.

Dynegy Midwest – Provided *Confined Space High Angle Rescue* training for 59 of their employees over a two day period.

HeartLands Conservancy – Provided *Making High Quality Decisions* training for eight of their employees.

Career Training (Open Enrollment)

Driver Safety (instructor led) – 1 seminar, 14 participants
Driver Safety (on-line) –136 participants
Business Skills Training - 3 seminars, 18 participants
Software Training – 2 seminars, 7 participants
Industrial – 1 seminar, 3 participants

Corporate Training (Contract)

Business Skills Training – 1 seminar, 8 participants
Software Training – 1 seminar, 12 participants
Industrial – 4 seminars, 59 participants

Total - 13 seminars; 257 participants;
14 companies served