



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Marsh Conference Room
Belleville Campus
September 16, 2015**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, September 16, 2015 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:00 p.m.

ROLL CALL

Trustees present:	Dr. Harry Briggs Kenneth R. Joseph Nick Mance Richard Roehrkasse Philip L. Smith Savannah Stellhorn, Student Trustee
Trustees absent:	Robert G. Morton Eugene Verdu

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. There were no items pulled from the consent agenda.

MOTION 09-16-15:01

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

- approve the minutes of the regular Board meeting of August 19, 2015;
- approve the bills:

Education Fund	\$1,104,069.67
Operations & Maintenance Fund	315,513.86
Operations & Maintenance Fund Restricted	42.66
Bond & Interest Fund	300.00
Restricted Purposes Fund	225,641.83
Trust & Agency Fund	14,283.17
Audit Fund	2,500.00
Liability, Protection & Settlement Fund	316,664.38
Self-Insurance Fund	55,125.89
 Grand Total All Funds:	 \$2,034,141.46

- approve Ittner Professional Services Contract in the amount of \$50,780 plus cost of out-of-pocket reimbursable expenses for Site Drainage and Building Envelop Improvements at the Red Bud Campus;
- approve additional \$12,000 to the Mightybytes, Inc. Professional Services Agreement for additional services listed in the statement of work in the addendum to the original agreement;
- adopt by title only resolution authorizing permanent operating transfers of funds for FY 2015;
- adopt the following resolution: Resolution Authorizing Permanent Operating Transfers of Funds for FY 2015;
- dispose of an Epson EMP-800 projector, serial number DWH0230028C;
- dispose of two buses which have been removed from service from PSOP's ATS program, as follows:
 - 2002 Ford/Eldorado Bus VIN# 1FDXE45F22HA37958
 - 2002 Ford/Eldorado Bus VIN# 1FDXE45F42HA37959;
- sell two 22-passenger buses removed from Alternative Transportation System (ATS) fleet;
- accept budget amendment to the Madison County Community Service Block Grant in the total amount of \$13,875 for the period January 1, 2015 through December 31, 2015. The Madison County Service Block Grant funds tuition for Adult Education students enrolled in Certified Nurse Assistant courses at the Sam Wolf Granite City Campus and also pays for GED testing fees for low income students in Madison County. The increased amount represents \$7,000 for the skills training related to the CNA courses and \$1,125 for the Adult Education Program, totaling an increase of \$8,125 to the grant budget;
- approve new agreement between Graceland University, Lamoni, Iowa and Southwestern Illinois College, Community College District #522 to permit graduate nursing students of Graceland University to assist in the instruction of Southwestern Illinois College nursing students in both the classroom and in a clinical area under the direct supervision of a SWIC nursing faculty preceptor;

- approve amendment to agreement between St. Louis University Hospital, St. Louis, Missouri and Southwestern Illinois College, Community College District #522 to add the Nursing Education program to the existing cooperating agreement that was approved in 2013;
- approve renewal agreement between Court Appointed Special Advocates of Southwestern Illinois, Belleville, Illinois and Southwestern Illinois College, Community College District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- approve renewal agreement between Greenville College, Greenville, Illinois and Southwestern Illinois College, Community College District #522 to provide for a 2 + 2 agreement in Elementary Education with Greenville College that will provide advantages for the student, for SWIC and for Greenville College;
- approve renewal cooperative agreement between John A. Logan College, Carterville, Illinois and Southwestern Illinois College, Community College #522 to provide a wide range of educational services at the lowest possible cost to the student of SWIC and John A. Logan College;
- accept gifts to the college;
- accept the resignation of Shaun Bales, full-time Commissioned Public Safety Officer at the Sam Wolf Granite City Campus, effective close of business September 16, 2015;
- accept the retirement notification of David Paeth, Director of College Activities and Veterans' Services, effective close of business October 31, 2015;
- accept the retirement notification of Michael Roeder, full-time faculty member in the HVAR Department, effective close of business December 31, 2015;
- appoint Julie Wojtal to the full-time grant-funded position of English Language Acquisition Director effective October 1, 2015 at an annual salary of \$48,000 with employment subject to the Personnel Procedures for Administrators;
- appoint Tricia Poettker to the full-time administrative position of Account Executive for Selsius™ effective October 16, 2015 at an annual salary of \$73,000 with district-wide responsibilities with employment subject to the Personnel Procedures for Administrators;
- appoint Robert Luttrell to the full-time position of Public Safety Supervisor - Sam Wolf Granite City Campus effective October 16, 2015 at an annual salary of \$54,000 with employment subject to the provisions of the Personnel Procedures for Administrators;
- convert the remaining full-time non-commissioned officer position located at the Sam Wolf Granite City Campus to a full-time Commissioned Public Safety Officer position and fill the position from the current Board-approved hiring eligibility list;

- approve maternity leave request for Emily Voellinger, Accountant in the Business Office at the Belleville Campus, beginning late September/early October and returning early January 2016;
- approve maternity leave request for Marquia Tyler, Access Technology Specialist in the Disability & Access Center, for the projected period October 8, 2015 through December 15, 2015;
- amend the annual salary of Valerie Stoner, Administrative & Special Event Assistant, to \$29,132.44 in accordance with the starting salary for Grade 4 on the SWIC EE salary schedule;
- increase the salaries of the eight (8) members of the non-bargaining unit Office and Technical employee group who are currently employed and were previously employed for all or a part of Fiscal Year 2014-2015 exactly 3.00%, retroactive to July 1, 2014; and to increase the salaries of the eight (8) members of the non-bargaining unit Office and Technical 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;
- increase the hourly rates of pay of the approximately 120 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 3.00%, retroactive to July 1, 2014; and to increase the hourly rates of pay of the approximately 120 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;
- increase the salaries of the approximately 144 members of the non-bargaining unit administrative employee group who are currently employed and were previously employed for all or a part of Fiscal Year 2014-2015 exactly 3.00%, retroactive to July 1, 2014; and to increase the salaries of the approximately 144 members of the non-bargaining unit administrative 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;
- increase the salaries of the approximately 15 members of the non-bargaining unit part-time administrative employee group who are currently employed and were previously employed for all or a part of Fiscal Year 2014-2015 exactly 3.00%, retroactive to July 1, 2014 and to increase the salaries of the approximately 15 members of the non-bargaining unit part-time administrative 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;

- award the following salary adjustments effective July 1, 2015 in order to implement the recently-enacted exception to current employees who are subject to an ongoing phased-in salary increase approach:

Lynette Calamease	\$ 635
Cherie Campbell	\$ 7.40/hour
Jessica Mannisi	\$ 0.16/hour
Cheri Cowell	\$ 8,444
Tanja Anglin	\$ 8,784
Sharon Lewis	\$ 2,244
Julie Keim	\$ 647
Cheryl Haegele	\$ 1,375
Cyria Canessa	\$ 5,513
Mike Juenger	\$ 3,127
Carla Boswell	\$ 3,600
DeAnna Mueller	\$ 2,300
Robert Hall	\$10,600
Lisa Modglin	\$11,280

- increase the salary for the Director of Athletics to \$65,500, which is an increase of \$15,500, for additional job duties and responsibilities and which is commensurate with other SWIC departmental directors; and
- ratify the hire 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 Ms. Stellhorn (Opinion), Dr. Briggs, Mr. Joseph, Mr. Roehrkassee, Mr. Smith, and Mr. Mance. Nays: None. Absent: Mr. Morton and Mr. Verdu. **PASSED**

PLANNING AND POLICY COMMITTEE REPORT

Chairman Joseph reported the committee held its meeting prior to the Board of Trustees meeting and brought forward the following topics for action by the Board of Trustees:

MOTION 09-16-15:02

Mr. Joseph moved, seconded by Mr. Mance, to recommend the Board of Trustees adopt proposed amendments to Board Policy 2003, Code of Ethics; Board Policy 3008, Faculty and Staff Ethics; Board Policy 4021 and Administrative Procedure 4021AP, Refund Policy. First reading of these proposed amendments was approved at the August 19, 2015 meeting of the Board of Trustees. The required 10-day window to permit feedback from the college community concluded September 9, 2015 with no substantive feedback received. Upon a roll call vote, those members voting aye were Ms. Stellhorn (Opinion), Dr. Briggs, Mr. Joseph, Mr. Roehrkassee, Mr. Smith, and Mr. Mance. Nays: None. Absent: Mr. Morton and Mr. Verdu. **PASSED**

MOTION 09-16-15:03

Mr. Joseph moved, seconded by Mr. Roehrkassee, to recommend the Board of Trustees approve first reading of proposed amendment to Board Policy 7002, Tobacco Free Campus. The Illinois Smoke Free Campus Act was amended to allow tobacco use in personal vehicles while parked on a college or university campus. The proposed

amendment addresses the change in the Act. Upon a roll call vote, those members voting aye were Ms. Stelhorn (Opinion), Dr. Briggs, Mr. Joseph, Mr. Roehrkasse, Mr. Smith, and Mr. Mance. Nays: None. Absent: Mr. Morton and Mr. Verdu. **PASSED**

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkasse reported the committee had no additional items.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton reported the committee had no additional items.

REPORTS

President's Report

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.

The Schmidt Art Center won the Illinois Association of Museums Award of Recognition in the Special Projects category for the St. Clair County Historical Society's "Belleville Bicentennial Exhibition" showcased at the Schmidt. The reviewers commented it was a very nicely done twist on a popular current theme in relation to a number of objects and milestone events. The collaboration with the public and other institutions was tremendous and produced an outcome of which all can be proud. Congratulations to curator Nicole Dutton and staff.

The SWIC Foundation accepted a one-time gift to PSOP in the amount of \$144,167.10 from the Euple L. Tarris Charitable Remainder Annuity Trust. The funds benefit the PSOP General Fund.

The Foundation also accepted a \$20,000 grant from The Gene Haas Foundation. Under the grant, \$15,000 will be used to support the existing Gene Haas Precision Machining scholarships and the remaining \$5,000 will be used for outreach to local high school manufacturing students.

The "Get To Know M.E." tuition scholarship program for 2015-16 has been announced. Four individual \$2,000 scholarships will be awarded to four students, one from each of the universities and colleges from the metro-east. To date, SWIC has received 20 applications.

Community Services and Campus Operations

The PSOP Activities Department will sponsor three trips to Washington DC this fall: October 1-16, October 15-20, and November 5-10. Many senior veterans and/or their spouses are particularly interested in visiting the World War II memorial as well as other historic sites which represent the country they have so proudly served.

The RSVP Recognition Luncheon was held on September 11 at Fischer's Restaurant honoring 450 RSVP volunteers for their time, talent and dedication to the program.

The fall Regional Leaders Breakfast will be held Thursday, October 22 at St. Patrick Church Hall in Ruma beginning at 7:30. The topic for this meeting will be, “What’s Working in Today’s Rural Healthcare,” with a focus on the state of our local healthcare. Cost to attend is \$15 per person. Seating is limited, so please contact Sandy Donjon at the Red Bud Campus if you are interested in attending.

The Red Bud Campus will hold a memorial dedication for former SWIC student worker Hannah Porter who lost her life, along with SWIC student Abby Liefer, in a tragic car accident January 10. The memorial will be installed and dedicated in Hannah’s memory in the RBC Flutter Farm butterfly garden on Wednesday, October 7. This memorial was made possible through donations from students, faculty and staff. Hannah’s and Abby’s deaths inspired RAOK Day on February 10, later proclaimed “Abby & Hannah’s Random Act of Kindness Day” in the state of Illinois by the Illinois House of Representatives. The resolution was sponsored by Representative Jerry F. Costello II.

A Running Start Parent Night hosted by Dr. Valerie Thaxton and Nancy LeVault was held September 8 at the Sam Wolf Granite City Campus for parents/guardians of Running Start students. Information about the Running Start Program, postsecondary education requirements and decision making was provided.

Student Development

College Activities Belleville Campus

The College Activities Board held events each day of opening week to greet students and welcome them to campus. Events included bubble soccer, human foosball, a “walking taco” lunch, and an ice cream social. Various departments also staffed main entrances at each building to greet students as they arrived.

Club Fairs have taken place on all three campuses over the past two weeks featuring booth and displays from over 45 student organizations, giving students the opportunity to see what groups are available and to get engaged with student life.

September 11th events took place at the Belleville and SWGCC campuses. The events featured tributes to all who lost their lives on 9/11, with participation from local police, fire, active duty military, and veterans organizations. At the Belleville Campus members of the Student Veterans of America chapter and College Activities Board placed individual flags on the quad representing each person who lost their life that day.

College Activities Red Bud Campus

RBC College Activities hosted a Mini Drive-In at Lincoln Park across from the Red Bud Campus on September 11. “Inside Out” was the featured presentation.

College Activities hosted the Club Fair September 14 through 18 in the front lobby. Students who want to get involved in campus activities and student organizations had the opportunity to visit the club information tables and talk to current club members.

RBC College Activities will hold a Constitution Day/Organ Donor Drive on September 17. Students will be able to register to vote and sign up for the Illinois Organ/Tissue Donor Registry.

RBC Phi Theta Kappa Beta Iota Iota will host a Butterfly Festival on September 19 from 10 am to 2 pm. The free activities include: catch, ID, tag, adopt and release butterflies. Later in the month a Butterfly Garden Beautification Day will be held.

RBC College Activities will host a blood drive and BBQ on September 23. The blood drive will be from 10 am to 2 pm.

ICCTA Report

Trustee Roehrkasse provided the ICCTA Board Highlights from the September 11-12, 2015 meeting of the ICCTA Board of Representatives held in Springfield, IL. He will provide information from the Trustee Roundtable when completed. Dr. Gary Davis, former ICCTA Executive Director, conducted a seminar concerning Board ethics. Additional information will be forthcoming.

Upcoming meetings:	ACCT Leadership Congress San Diego CA October 14-17, 2015
	ICCTA Southwest Region meeting Southwestern Illinois College, Belleville Campus October 22, 2015
	ICCTA Board of Representatives meetings Hyatt Regency Hotel, Schaumburg IL November 13-14, 2015

Attorney's Report

Mr. Hoerner stated he had no additional report.

ADJOURNMENT

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

Approved: **10.21.15**

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

July and August 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 CEO Leadership Plan at St. Elizabeth's Hospital in Belleville, IL on August 3rd.

Diane Dodd, Coordinator, Respiratory Care Program, attended the Leadership Labor & Employment Update at St. Elizabeth's Hospital in Belleville, IL on August 5th.

Diane Dodd, Coordinator, Respiratory Care Program, attended the HSHS CES Action Planning Tool Training at St. Elizabeth's Hospital in Belleville, IL on August 6th.

Diane Dodd, Coordinator, Respiratory Care Program, attended the Leadership Workshop: Dual Roles of Leadership and Personal Accountability at St. Elizabeth's Hospital in Belleville, IL on August 26th.

Marijo Klingler, Coordinator, Health Information Technology Program, attended the annual Faculty Development Institute and Assembly on Education (FDI/AOE) 4-day symposium at the JW Marriott Conference Center in Austin, Texas on July 19th – 22nd.

Kim Keel, Assistant Professor, Nursing Education, taught two CPR classes for a Student Nurse Association Fundraiser in July.

Kim Keel, Assistant Professor, Nursing Education, assisted the Student Nurse Association officers with a "Meet and Greet" for the incoming nursing class on July 17th.

Curt Schmittling, Coordinator, EMS Programs and Brad Perry, Part-Time EMS Faculty, attended the National Association of EMS Educators Conference in Nashville, TN on August 7th – 9th.

Lee Smith, Coordinator, Fire Science Program, attended the organizational meeting of the Association of Fire & Emergency Services Educators in Addison, IL on July 9th.

Memo



To: Clay Baitman
From: Lynette Rienbolt
Date: September 8, 2015
Re: President's Report – August 2015

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

Selsius™ Client Projects

Amsted Raid

Provided an **OSHA 30-Hour General Industry** class for 15 of their employees.

Madison County Employment & Training Center

Proctored **MSSC – Safety Assessment** for four candidates.

Career Training (Open Enrollment)

Driver Safety (instructor led) – 2 seminars, 22 participants

Driver Safety (on-line) –124 participants

Business Skills Training - 4 seminars, 30 participants

Software Training – 1 seminar, 2 participants

Industrial – 1 seminar, 3 participants

Corporate Training (Contract)

Industrial – 2 seminars, 17 participants

Total - 10 seminars; 198 participants; 16 companies served

