



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Marsh Conference Room
Belleville Campus
September 21, 2016**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, September 21, 2016 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 6:05 p.m.

ROLL CALL

Trustees present:

Kenneth R. Joseph
Nick Mance
Samuel Hart Morgan, Student Trustee
Robert G. Morton
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 Item X.G.1. Appointment be pulled from the consent agenda to be considered separately.

MOTION 09-21-16:01

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

- approve the minutes of the regular Board meeting of August 17, 2016 and the Executive Session of August 17, 2016;

- adopt proposed amendment to Board Policy 6007, Purchasing;
- purchase Computer Numerical Control (CNC) equipment from Haas Factory Outlet, St. Louis, MO in the amount of \$103,770.25, to be used in the Precision Machining Technology classes at the Sam Wolf Granite City Campus;
- adopt by title only Resolution Adopting Fiscal Year 2016-2017 Budget;
- adopt Resolution Adopting Fiscal Year 2016-2017 Budget;
- purchase four new VMware licenses and technical support services and renewing technical support services for 20 existing VMware licenses from STL Communications, Inc., Chesterfield, MO at a total cost of \$40,240.52;
- purchase six Dell PowerEdge R630 servers from Dell, Round Rock, TX in the amount of \$24,331.20;
- accept renewal Out of School Youth Fee for Services grant from St. Clair County Intergovernmental Agency in the amount of \$159,309.94 for the period July 1, 2016 through June 30, 2017 to provide comprehensive support and educational services to individuals between the ages of 16 and 24 living in St. Clair and Randolph counties, who are not attending school and would like to complete their secondary level of education and participate in work-site learning experiences related to their career choice;
- accept renewal of the second year of the TRIO Student Support Services grant in the amount of \$242,626.00 for the period September 1, 2016 through August 31, 2017 to provide identification and assistance up to 160 eligible participants within three key objective areas;
- accept renewal of the Foster Grandparent Program federal grant from the Corporation for National and Community Service in the total new amount of \$263,527.00, which represents an increase of \$50,000 from FY 2016, for the period July 1, 2016 through June 30, 2017 to support an additional eight Foster Grandparents to serve within the East St. Louis community, specifically District 189, and to provide mentoring and tutoring to special needs children ranging in age from infancy to age 21;
- approve renewal agreement between Memorial Hospital, Chester, Illinois and Southwestern Illinois College, District 522 to permit Health Sciences students (currently Medical Laboratory Technology) to utilize the clinical facility;
- approve new agreement between HSHS St. Elizabeth's Hospital, Belleville, Illinois and Southwestern Illinois College, District 522 to permit Respiratory Care students to utilize the clinical facility;
- approve amendment to existing agreement between SSM Health, St. Louis, Missouri and Southwestern Illinois College, District 522 to permit Health Sciences programs (currently Medical Laboratory Technology) to utilize the clinical facility;

- approve renewal agreement between Southern Illinois University Carbondale and Southwestern Illinois College, District 522 to allow SIUC to offer coursework for upper division and graduate courses on the Belleville, Red Bud, or Sam Wolf Granite City Campuses;
- approve renewal agreement between Mid America Workforce Investment Board and Southwestern Illinois College, District 522, Southwestern Illinois workNet One-Stop Partners to fulfill the WIOA requirements essential to the establishment of effective local/regional workforce development services under WIOA;
- approve new agreement between the City of Belleville and Southwestern Illinois College, District 522 to hold the 2016 annual Belleville Helping Belleville event at SWIC's PSOP facility;
- approve new agreement between Comprehensive Behavioral Health Center of St. Clair County, Inc. and Southwestern Illinois College, District #522 to provide 24-hour crisis response to threatening behaviors, in-depth mental health assessments, and subsequent intervention and follow-up services for identified traumatic events on campus;
- accept gifts to the college;
- approve new course fee for CIS 101;
- accept the resignation of Brandon Borkowski, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business August 19, 2016;
- accept the retirement notification of Lindaann Stork, Accounts Receivable Clerk-Day, Belleville Campus Business Office, effective close of business December 31, 2016;
- appoint Celeste Buschschulte to the full-time SWIC EE position of Administrative Assistant in the Physical Plant at the Belleville Campus effective September 22, 2016 at an annual salary of \$31,220 which is Grade 5 of fiscal year 2016-2017 SWIC Educational Employees IFT-AFT Local 6224 schedule;
- appoint Dustin Kimball to the full-time Custodian position at the Belleville Campus effective October 3, 2016 at an annual salary of \$43,992 (\$21.15 per hour) in accordance with Agreement between the Southwestern Illinois College Board of Trustees and Local Union 116, Service Employees Union;
- appoint Mitchell Ettling to the full-time position of Commissioned Public Safety Officer at the Belleville Campus effective October 3, 2016 at an annual salary of \$37,148.80 (\$17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS)-Southwestern Illinois College Chapter, 2012-2016;
- approve transfer request for full-time Commissioned Public Safety Officer John Cappello from the Sam Wolf Granite City Campus to the Belleville Campus effective September 22, 2016 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;

- approve request to reassign Sam Wolf Granite City Campus faculty member Keith Otten, HVAR Faculty Coordinator, to the Belleville Campus and to reassign Belleville Campus faculty member John Burnett, HVAR faculty member, to the Sam Wolf Granite City Campus effective with the start of the spring semester 2017;
- reorganize the administrative staffing in two PSOP volunteer programs: Retired Senior Volunteer Program and the Foster Grandparent Program;
- create and to advertise the part-time, grant-funded administrative position of Director, Foster Grandparent Program at the hourly rate of \$20.83 (an annual salary of \$27,995) for 28 hours per week;
- create and to advertise the part-time, grant-funded administrative position of Director, Retired Senior Volunteer Program at the hourly rate of \$20.83 (an annual salary of \$27,995) for 28 hours per week;
- ratify the appointments of Christopher Schroeder and Barbara Cempura to the Southwestern Illinois College Foundation Board; and
- ratify the 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. Morgan (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkaske, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Smith. **PASSED**

PLANNING AND POLICY COMMITTEE REPORT

Chairman Joseph reported the committee had no additional items.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkaske reported the committee had no additional items.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton introduced the agenda item pulled from the consent agenda. The reason for pulling the item was the discovery of an incorrect salary recommended for the full-time secretary position.

MOTION 09-21-16:02

Mr. Morton moved, seconded by Mr. Verdu to appoint Karen L. Hiles to the full-time SWIC EE position of Administrative Secretary in the Technical Education Division at the Sam Wolf Granite City Campus effective October 3, 2016 at an annual salary of \$31,837 which is Grade 5 of fiscal year 2016-2017 SWIC Educational Employees IFT-AFT Local 6224 schedule. Upon a roll call vote, those members voting aye were Mr. Morgan (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkaske, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Smith. **PASSED**

APPROVAL OF BILLS

MOTION 09-21-16:03

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

Education Fund	\$1,391,341.32
Operations & Maintenance Fund	337,452.56
Operations & Maintenance Fund Restricted	35,207.48
Restricted Purposes Fund	138,095.97
Trust & Agency Fund	19,753.76
Liability, Protection & Settlement Fund	80,749.76

Grand Total All Funds: \$2,002,600.85

Upon a roll call vote, those members voting aye were Mr. Morgan (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkasse, 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 6:18 p.m. to discuss personnel. Upon a roll call vote, those members voting aye were Mr. Morgan (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkasse, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Smith. **PASSED***

*Mr. Morgan moved, seconded by Mr. Verdu, to return to regular session at 6:30 p.m. Upon a voice vote the motion **PASSED**.*

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

MOTION 09-21-16:04

Mr. Morton moved, seconded by Mr. Joseph, to terminate for just cause the employment of Angela Liefer, full-time SWIC EE employee, Administrative Secretary, ATS, effective September 22, 2016. Upon a roll call vote, those members voting aye were Mr. Joseph, Mr. Morton, Mr. Verdu, and Mr. Mance. Nays: None. Present: Mr. Morgan (Opinion) and Mr. Roehrkasse. Absent: Dr. Briggs and Mr. Smith. **PASSED**

REPORTS

President's Report

Congratulations to Trustee Robert Morton, who celebrated a birthday September 18. Mr. Morton, thank you for all you do on behalf of Southwestern Illinois College.

Today, students, staff and faculty celebrated SWIC's 70th Birthday on The Quad at the Belleville Campus. An historic commemorative aerial '70' photo was taken, and music, inflatables, lunch and raffle prizes were part of the celebration. A huge thank you to Director of Student Life Amy Brockman; Coordinator of College Activities Jeff Blue; and the entire College Activities Board for planning and coordinating this event. Another thank you to the Foundation for providing the cupcakes and raffle prizes during the celebration, and to the Marketing staff for their participation in coordinating the photo op '70' and the media coverage. A special thank you to Trustees Roehrkasse and Morton and Foundation Board member Karen Bergman for attending and being a part of the '70'!

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

PSOP, in partnership with Belleville Historical Society and Main Street Brewing Company, began offering LifeLong Learning programs for the community to attend. Belleville Architecture was the topic on August 16 with 78 persons in attendance.

The RSVP Recognition Luncheon was held September 9 at Fischer's Restaurant honoring 440 RSVP volunteers for their time, talent and dedication to the program. Fourteen volunteers received the President's Call to Service Award, and Mary Kawula received her 30 year service award! Over 3,000 pounds of food was collected from those in attendance and distributed to six area food pantries in Madison and St. Clair Counties!

The fall Regional Leaders Breakfast will be held Thursday, October 13 at the American Legion Hall in Chester beginning at 7:30. Topic for this meeting will be "2017 Solar Eclipse and How It Will Impact Southern Illinois." 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.

ICCTA Report

Trustee Roehrkaske provided the ICCTA Board Highlights from the September 9-10, 2016 meeting of the ICCTA Board of Representatives held in Springfield, IL. Mr. Roehrkaske also provided a list of new state laws, some of which are effective January 1, 2017 and are applicable to community colleges. Administration will review to determine what SWIC Board policies need to be amended.

The next meeting of the ICCTA Board of Representatives will be held November 11-12, 2016 in Naperville, IL. This meeting is the annual ICCTA meeting in addition to being the annual legislative update. Trustee Roehrkaske will attend the meeting.

Attorney's Report

Mr. Hoerner requested approval of an agreement with HSHS St. Elizabeth's Hospital, Belleville, IL for St. Elizabeth's to provide athletic training services at all SWIC athletic training events in exchange for recognition at the events.

MOTION 09-21-16:05

Mr. Roehrkaske moved, seconded by Mr. Morton, to approve MOU between HSHS St. Elizabeth's Hospital, Belleville, IL and Southwestern Illinois College to provide for athletic training services at all SWIC athletic training events. Upon a roll call vote, those members voting aye were Mr. Morgan (Opinion), Mr. Joseph, Mr. Morton, Mr. Roehrkaske, Mr. Verdu, and Mr. Mance. Nays: None. Absent: Dr. Briggs and Mr. Smith. **PASSED**

MISCELLANEOUS

Chairman Mance stated the October 19, 2016 meeting will be held at the Red Bud Campus.

Trustee Joseph stated he reviewed the Public Safety reports and advised everyone to be aware of their surroundings at all times.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Joseph, to adjourn the meeting at 6:44 p.m. The motion carried.

Approved: **10.19.16**

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

June and July 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 “Reality Based Leadership” follow-up meeting entitled, “Engaging the Disengaged” at St. Elizabeth’s Hospital, Belleville, IL on June 16th.

Diane Dodd, Respiratory Care Program Coordinator, presented a lecture entitled “Mechanical Ventilation” to the Hospital Critical Care Nursing Staff at St. Elizabeth’s Hospital, Bellville, IL on July 12th.

John Bast, Respiratory Care Program Clinical Coordinator, attended an educational seminar entitled “End of Life” at Ranken-Jordan pediatric Hospital in St. Louis, MO on July 8th.

William Sax, Assistant Professor, Administration of Justice and Deputy Director of Police Academy, attended the 2016 Illinois Use of Force Summit presented by the Illinois Law Enforcement Training & Standards Board Executive Institute in Naperville, IL on June 28th & 29th.

Carol Eckert, Director, Nursing Education Program, Jane Ohl, Associate Professor, Nursing Education Program, Kim Keel, Associate Professor, Nursing Education Program, Lyn Martin, Professor, Nursing Education Program, and Beth Raftopoulos, Associate Professor, Nursing Education Program participated in the American heart Association Instructor Update Course held at SWIC on June 24th.

**Southwestern Illinois College
President's Report**

Presented by Deborah Alford, Dean of Success Programs

The College Reading & Learning Association (CRLA) International Tutor Training Program Certification team approved the Success Centers application for a five year renewal for Level 1 certification. The reviewer's comments state, "This program goes well beyond CRLA requirements to provide a very professional tutoring program of the students at various campuses and in numerous topics. Very strong supervisory chain-attention to training. Great bibliography!! Solid program – solid application!" No concerns were cited.

Memo



To: Clay Baitman
From: Lynette Rienbolt
Date: August 5, 2016
Re: President's Report – July 2016

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

Selsius™ Client Projects

Menasha Packaging – Provided *Time Mastery* training for 13 employees.

Lutheran Senior Services – Provided *PC Basics* training for 149 employees in Peoria, Illinois

Career Training (Open Enrollment)

Driver Safety (instructor led) – 2 seminars, 26 participants

Driver Safety (on-line) –110 participants

Business Skills Training - 0 seminars, 0 participants

Software Training – 5 seminars, 32 participants

Corporate Training (Contract)

Business Skills Training - 1 seminar, 13 participants

Software Training – 13 seminars, 149 participants

Industrial Training / Assessments – 8 seminars, 8 participants

Total - 29 seminars; 338 participants; 14 companies served

Memo



To: Clay Baitman
From: Lynette Rienbolt
Date: September 14, 2016
Re: President's Report – August 2016

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

Selsius™ Client Projects

Afton Chemical – Providing *Customizing TIG Welding* training for six employees. Class end in early October

Lutheran Senior Services – Provided *PC Basics* training for 278 employees in St. Louis Region.

Anderson Hospital – Provided *Excel 2010 Fundamentals* training for 17 employees.

Career Training (Open Enrollment)

Driver Safety (instructor led) – 2 seminars, 12 participants

Driver Safety (on-line) – 135 participants

Business Skills Training - 5 seminars, 33 participants

Software Training – 6 seminars, 24 participants

Corporate Training (Contract)

Business Skills Training - 2 seminars, 21 participants

Software Training – 18 seminars, 295 participants

Industrial Training / Assessments – 17 seminars, 122 participants

Total - 50 seminars; 642 participants; 25 companies served