**MINUTES OF THE REGULAR MEETING**
**OF THE BOARD OF TRUSTEES**
**SOUTHWESTERN ILLINOIS COLLEGE**
**DISTRICT NO. 522**
**Marsh Conference Room**
**Belleville Campus**
**July 18, 2012**

## CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No 522, was held Wednesday, July 18, 2012 in the Marsh Conference Room of 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: | Harry Briggs, Ph.D.<br>Kenneth R. Joseph<br>Nick Mance<br>Robert G. Morton<br>Richard Roehrkasse<br>Philip L. Smith<br>Eugene Verdu |
| Trustee absent: | Brandon Wagner, Student Trustee |

## 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 07-18-12:01**
Mr. Smith moved, seconded by Mr. Verdu, to:

- approve the minutes of the regular Board meeting of June 20, 2012 and the Executive Session of June 20, 2012;

- approve the bills:

| | |
|---|---|
| Education Fund | $2,104,014.89 |
| Operations & Maintenance Fund | 252,032.01 |
| Operations & Maintenance Fund Restricted | 1,735,115.01 |
| Bond & Interest Fund | 2,800.00 |
| Restricted Purposes Fund | 457,217.91 |
| Trust & Agency Fund | 38,706.07 |
| Liability, Protection & Settlement Fund | 20,732.46 |
| | |
| Grand Total All Funds: | $4,610,618.35 |

- adopt the April, 2012 Environmental Scanning Report for FY 2013;

- adopt the following AQIP Action Projects:

  - Improve Institutional Processes to Achieve Enhanced Student Retention
  - Infrastructure
  - Communication;

- approve change order number #003 to Hammert's Iron Works, Inc., St. Louis, MO in the amount of $46,642.00 to modify existing structural steel and to add supports for the outdoor second floor patio and to install added brick lintels for the Liberal Arts Building II project;

- approve change order number #001 to Missouri Terrazzo, St. Louis, MO in the amount of $17,942.00 to revise terrazzo flooring and add SWIC logo to lobby floor for the Liberal Arts Building II project;

- approve change order number #005 to Pyramid Electrical Contractors, Inc., Fairview Heights, IL in the amount of $68,066.00 to install additional power supplies, cabling, electric strikes, and dimming switches for the Liberal Arts Building II project;

- approve change order number #003 to France Mechanical Corporation, Glen Carbon, IL in the amount of $59,146.00 to revise ductwork throughout building based on overhead coordination for the Liberal Arts Building II project;

- approve change order number #005 to Plocher Construction Co., Inc., Highland, IL in the amount of $100,785.22 to add canopy on outdoor second floor patio and to add and revise door hardware for access control for security coordination for the Liberal Arts Building II project;

- approve Additional Services Proposal from Wm. B. Ittner, Inc., St. Louis, MO in the amount of $21,020 plus cost of out-of-pocket reimbursable expenses to provide design services for the new Starbucks to be located in the Liberal Arts Building II;

- approve Additional Services Proposal from Wm. B. Ittner, Inc., St. Louis, MO in the amount of $12,140 plus cost of out-of-pocket reimbursable expenses to provide design services for Phase I of the Central Quad Project at the Belleville Campus;

- adopt by title only Resolution Approving and Authorizing the Transfer of Property to the State of Illinois Department of Transportation for Right-of-Way for Construction of Turn Lane;

- adopt Resolution Approving and Authorizing the Transfer of Property to the State of Illinois Department of Transportation for Right-of-Way for Construction of Turn Lane;

- approve Memorandum of Understanding with Madison County Employment & Training Office to occupy space at the Sam Wolf Granite City Campus;

- award the lowest responsible bid for FY 2013 athletic team travel to Holiday Tours, Inc., Millstadt IL in the amount of $56,941.00;

- approve Mesirow Financial Insurance Services, Chicago, IL to provide broker/agent services for the FY 2013 college insurance program in the amount of $618,203.00;

- approve Release and Settlement Agreement with AT&T in the net credit balance of $31,296.69;

- approve contract with Screenvision Direct, Rochester NY in the amount of $13,936.00 for video ads at the O'Fallon 15 and St. Clair 10 Wehrenberg theaters for one year;

- renew AmeriCorps grant from the Illinois Department of Human Services in the amount of $457,855 for the period August 16, 2012 through August 15, 2013 to support educational and community development activities of the Belleville AmeriCorps program;

- renew Senior Services Coordinator Program grant from the St. Clair County Housing Authority in the amount of $62,500 for the period July 1, 2012 through June 30, 2013 to ensure the frail elderly living in subsidized housing will continue to obtain services which will allow them to live independently for as long as possible;

- approve new facility agreement between Sounds Alive Audio-Video, New Baden, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Music Technology instructional program at Southwestern Illinois College;

- approve new facility agreement between Lighthouse Learning Center, Freeburg, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;

- approve new facility agreement between MedStar Ambulance, Inc., Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the EMS/Paramedic instructional program at Southwestern Illinois College;

- approve new agreement between Athletic Therapy Center, Inc., and Southwestern Illinois College, District #522 to permit Health Sciences (currently Physical Therapist Assistant program) students to utilize the clinical facility;

- accept gifts to the college;

- approve the tentative list of graduates for the 2012 Summer Semester;

- accept the resignation of Dr. Susan Barker, Director of Green Jobs/Green Economy Initiative, effective close of business August 31, 2012;

- accept the resignation of Keri Scheibel, Instructional Technology Specialist/Assistant Scheduling Coordinator, effective close of business July 30, 2012;

- appoint Dena M. Johnson to the full-time administrative position of Assistant Director of Financial Aid and Student Employment effective August 6, 2012 at an annual salary of $60,000 subject to the Personnel Procedures for Administrators;

- appoint Vicki Whitener-Lepanto to the full-time administrative position of GED Director effective August 1, 2012 at an annual salary of $54,400 subject to the Personnel Procedures for Administrators;

- appoint Ryan F. H. Mahoney as full-time Commissioned Public Safety Officer at the Belleville Campus at an annual salary of $37,148.80 ($17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS), SWIC Public Safety Employees Union pending successful completion of the psychological evaluation and pre-employment drug screening and the Pre-Academy POWER test scheduled August 21, 2012;

- appoint Michelle Kujawa to the full-time tenure track faculty position of assistant professor in the Physical Therapist Assistant (PTA) program at the Belleville Campus effective August 13, 2012 at the Master's 0-14, Step 1 ($46,593) level on the current faculty salary schedule;

- appoint Sonia L. Fischer to the full-time administrative position of Admissions Coordinator effective July 19, 2012 at an annual salary of $45,000 subject to the Personnel Procedures for Administrators;

- appoint Kelly R. Bione to the full-time administrative position of Admissions Specialist effective July 23, 2012 at an annual salary of $36,000 subject to the Personnel Procedures for Administrators;

- appoint Jennifer L. Costello to the full-time administrative position of Admissions Specialist effective July 23, 2012 at an annual salary of $36,000 subject to the Personnel Procedures for Administrators;

- revise the starting base salary for Jeffery Bonifield, Building Service Worker at the Red Bud Campus, to $52,145.60 based on a start date of June 25, 2012 and in accordance with the rates specified in the Bargaining Unit Contract;

- ratify the hire 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 Lisa Schmidt to attend the Long-Term Care Administration program at College of DuPage for the Fall 2012 and Spring 2013 semesters and partial student support to Michael Lohman to attend the Supported School to Work Transition program at Lewis and Clark Community College for the Fall 2012 semester.

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

**PLANNING AND POLICY COMMITTEE REPORT**

Chairman Joseph reported he had no additional items.

**FACILITIES AND FINANCE COMMITTEE REPORT**

Mr. Roehrkasse reported he had no additional items.

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT**

Chairman Morton reported he had no additional items.

**REPORTS**

**President's Report**

Trustees were provided a copy of the July-August 2012 "St. Louis Commerce" magazine. An interview with President Costello appears on pages 68-69, and our SWIC ad is on page 73.

Correspondence was received from the Phi Theta Kappa Honor Society advising the Theta Epsilon Chapter of Phi Theta Kappa Honor Society at Southwestern Illinois College received special commendation during the Illinois Regional Convention for fulfilling all requirements to be named a "Five Star Chapter." As chapters reach milestones they progress through each level of the Five Star Plan, ultimately reaching the pinnacle Five Star Level.

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 St. Clair County Office on Aging, Memorial Hospital, and SWIC will be co-sponsoring "Living Well, a healthy day of fun, learning and entertainment for Seniors 60 and up" on August 29 from 8 a.m. to 3 p.m. at Fischer's Restaurant. Tickets are $10 which must be paid at time of registration and can be purchased at PSOP or by calling Barb Mueth at 222-5476. Admission includes health screenings, attendance prizes, health sessions, and a buffet lunch. Reservation deadline is August 22.

Karen Stallman, Melanie Reinhardt, Dr. Michael Smith, and Bill Sax all represented SWIC at an exhibit of solar panels in use at Illinois American Water in Belleville.

ATS went "live" on July 9 running the new route match system. Drivers are able to track mileage and on-time performance with an electronic tablet that is plugged into the vehicle alleviating the need for manual entry. The new system allows ATS to more efficiently schedule rides, utilize existing busses, and check on the status of a ride.

The Red Bud Campus renovated its library to include new tables and chairs for computers, additional quiet space, and a more open floor plan making areas more accessible.

Three new computers were installed in the Student Development Office.

A student Appreciation Summer BBQ was held July 11.

**ICCTA Report**
Trustee Roehrkasse advised of the upcoming ICCTA meetings:

| | | |
|---|---|---|
| August 10-11 | Executive Planning Committee | Quincy, IL |
| September 14-15 | Board of Representatives | Springfield, IL |
| October 10-13 | ACCT Leadership Conference | Boston, MA |
| November 9-10 | Board of Representatives | Chicago, IL |

November 27-29 is the Illinois General Assembly first veto session. December 4-16 is the Illinois General Assembly second veto session. Pension reform is one of the 'hot' topics that may be addressed. Mr. Roehrkasse will keep the Board apprised.

**Attorney's Report**
Mr. Hoerner requested an Executive Session to discuss personnel.

***EXECUTIVE SESSION***
*Mr. Morton moved, seconded by Mr. Joseph, to move into Executive Session at 6:20 p.m. to discuss personnel. Upon a roll call vote, those members voting aye were Dr. Briggs, Mr. Joseph, Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu and Mr. Mance. Nays: None. Absent: Mr. Wagner (Opinion)* ***PASSED***

*Mr. Morton moved, seconded by Mr. Joseph, to return to regular session at 6:23 p.m. The motion carried.*

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**
There was no action taken as a result of Executive Session.

**ADJOURNMENT**
Mr. Morton moved, seconded by Mr. Joseph, to adjourn the meeting at 6:25 p.m. The motion carried.

Approved: **08-15-12**

Respectfully submitted,

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Nick J. Mance
Chairman of the Board of Trustees

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Beverly J. Fiss
Secretary to the Board of Trustees

**Illinois Phi Beta Lambda 2012 National Leadership Conference Results**

Dr. Tina Dierkes, Office Administration and Technology Coordinator, recently accompanied several members of the Abe Small Chapter of Phi Beta Lambda to the 2012 Phi Beta Lambda National Leadership Conference (NLC) in San Antonio, Texas. The conference was attended by over 1,800 registered members, advisers, professional division members, and guests, 30 of whom were from Illinois. SWIC representatives placed in the following events:

- Gold Seal Chapter Award of Merit—Southwestern Illinois College
- 1st place, Professional Division Membership, North Central Region, Southwestern Illinois College
- CMAP Director Award, Heather Borowiak, Southwestern Illinois College and Nick Gregory, Southern Illinois University
- CMAP Executive Award, Lloyd Fox, Southern Illinois University and Cortney McGowan, Southwestern Illinois College
- Heather Borowiak and Cortney McGowan, Southwestern Illinois College, Membership Mania Award
- 2nd place, Andrea Hibbard, Southwestern Illinois College, Database Design & Applications ($400)
- 4th place, Stuart Maue, Southwestern Illinois College, Public Speaking ($200)
- 6th place, Eric Lassman, Southwestern Illinois College, Help Desk
- Top 15, Andrea Hibbard and Natalie Wellen, Southwestern Illinois College, Business Presentation

# Southwestern Illinois College
# Faculty Professional/Scholarly/Service Activities

April 1, 2012 to April 30, 2012

Presented by Amanda Starkey, Dean of Math & Sciences, to the Board of Trustees

## Robin Anderson, Assistant Professor of Mathematics

- Attended the MIST (Merit Immersion for Students and Teachers) Reunion at University of Illinois Urbana-Champaign. The group shared ideas and projects they had tried since the Summer 2011 session. Robin also gave a brief presentation.

## Keven Hansen, Associate Professor of Mathematics/Department Chair

- Attended one of three sessions held throughout the state entitled, "Train-the-Trainer for Bridging the Gap: Using the Common Core State Standards for Secondary/Postsecondary Alignment." These sessions were jointly hosted by ICCB, IBHE, and ISBE to develop leadership teams for implementing the Common Core State Standards. These leadership teams will include representation from community colleges, high schools, 4-year universities, and Regional Offices of Education.
- Hosted a meeting for area high school math department chairs on Saturday, April 14, at the Belleville Campus. It was attended by 14 high school faculty and 4 representatives from SWIC. The discussion included use of technology in the mathematics classroom and implementation and assessment of the Common Core State Standards for Mathematics. Participants also discussed details for a workshop for all high school math faculty to be hosted by SWIC in June.
- Attended the IAI General Education Mathematics Panel Meeting on April 13 at Heartland Community College in Bloomington. This group continued their 5-year review of general education mathematics courses from throughout the state.

## Connie Park, Associate Professor of Mathematics

- Coordinated the 2012 MATH 97 Contest held on April 26 on the Belleville Campus. Eight math instructors assisted with this competition for current Southwestern math students from throughout the district. Students participated in a Jeopardy-style competition where teams of three students solved math problems to earn points and win prizes.

## Joyce Ray, Professor of Mathematics and Outcomes Assessment Coordinator

- Attended the 117th Annual Conference of the Higher Learning Commission from April 1-3 in Chicago, IL. The sessions that she attended reinforced that Southwestern's assessment plan is in alignment with the standards of the Higher Learning Commission. At the conference it was announced that the Lumina Foundation will have a revised version of the Degree Qualifications Profile next year.

## College & Career Readiness Team

- Three individuals from the Office of Community College Research & Leadership (OCCRL) at the University of Illinois-Urbana visited SWIC on April 2 and 3 to evaluate the many activities that are funded by the College & Career Readiness Pilot Grant. The evaluators were impressed with the continued partnerships we have developed with area high schools. Team members who met with the evaluators included Keven Hansen, David Collins, Robert Wachtel, Roy Pearson, Bruce Sisko, Deborah Massey, Steve Moiles, Toby Brown, Debbie Alford, Lyn Waller, and Amanda Starkey. The evaluators also visited four of the seven developmental spring classes on the Belleville and Sam Wolf Granite City Campuses that are funded by the grant.

## Ed Jacobs, Assistant Professor of Music

- Presented the Math Chat, "A^2 + B^2 = C^#: Why Pythagoras Thinks Your Piano is Out of Tune," on April 12 in the College Theatre. Ed used various instruments to demonstrate different frequencies and intervals. This event was hosted by the Math Department and attended by approximately 150 students, faculty, and staff.

## Steve Moiles, Writing Program Director

- Attended one of three sessions held throughout the state entitled, "Train-the-Trainer for Bridging the Gap: Using the Common Core State Standards for Secondary/Postsecondary Alignment." These sessions were jointly hosted by ICCB, IBHE, and ISBE to develop leadership teams for implementing the Common Core State Standards. These leadership teams will include representation from community colleges, high schools, 4-year universities, and Regional Offices of Education.

## Steve Moiles, Writing Program Director
## Monica Hatch, English Department Chair
## Dr. Cynthia Hussain, Reading Program Director

- Led a meeting at the Belleville Campus for area high school English department chairs on Saturday, April 14. This meeting was attended by the English department chairs from eleven area high schools. The discussion centered around the new English Language Arts Common Core State Standards. Both curricular issues related to content and assessment issues were discussed. Participants were also given information about a workshop at Southwestern on June 15 where participants will have an opportunity to learn more about the Common Core State Standards.

# Southwestern Illinois College
# Faculty Professional/Scholarly/Service Activities

March 1, 2012 to March 31, 2012

Presented by Amanda Starkey, Dean of Math & Sciences, to the Board of Trustees

**Linda Dawkins, Professor of Chemistry/Department Chair**
**Bob Weck, Associate Professor of Biology/Department Chair**

- Hosted a meeting at the Belleville Campus for 14 science department chairs from 10 area high schools on March 28. The group spent several hours discussing the content and assessment methods used in the various life science and physical science courses at the high school level and at SWIC. This is the third annual meeting for this group and it is expected that these yearly meetings will continue as the opportunity to develop partnerships is valued by faculty from the high schools and SWIC.

**Tim Grant, Associate Professor of Mathematics**
**Keven Hansen, Associate Professor of Mathematics**
**Philip Huling, Assistant Professor of Mathematics**
**John Shively, Associate Professor of Mathematics**

- Served on the Professor Panel at the Math Chat held on March 6 in the College Theatre. More than 150 students attended this session where they were allowed to ask any questions they wanted about mathematics and heard answers from the full-time mathematics faculty members on the panel.

**Keven Hansen, Associate Professor of Mathematics**

- Attended the Developmental Education Advisory Committee (DEAC) Meeting hosted by ICCB on March 16 in Springfield. He presented the results of the Math Task Force's investigation of innovative practices in developmental education in Illinois.
- Completed his term as Past-President of the Illinois Mathematics Association of Community Colleges (IMACC) at the Annual Conference held on March 29-31 at Allerton Park in Monticello, Illinois. Keven moderated the Department Chair Panel Discussion and gave a presentation titled, "Egyption Fractions: Using Ancient Arithmetic to Teach Mathematical Thinking." This Annual conference was also attended by seven other math faculty: Tim Grant, Philip Huling, Michael McClure, Steve Morrese, John Shively, Rajeev Talkad, and Robert Wachtel.

# Southwestern Illinois College
# Faculty Professional/Scholarly/Service Activities

May 1, 2012 to June 30, 2012

Presented by Amanda Starkey, Dean of Math & Sciences, to the Board of Trustees

## Keven Hansen, Associate Professor of Mathematics/Department Chair

- Attended Developmental Education Symposium at Joliet Community College on May 4. A variety of presentations on innovations in developmental education from throughout the state were shared.
- Collaborated with two area high school math department chairs to present a workshop for 40 high school math faculty on the Mathematics Common Core State Standards on June 8. The faculty members in attendance were very appreciative of this opportunity to discuss how to implement necessary changes to their curricula. This workshop was an activity funded by the College & Career Readiness Grant.
- Traveled to Washington DC on June 12 to participate in a meeting with representatives from the 24-state PARCC (Partnership for the Assessment of Readiness for College and Careers) Consortium. This meeting was the first step in the development of test items for the new Common Core assessments to be rolled out in Illinois in March 2015.
- Joined with 20 other leaders from the Illinois Mathematics Association of Community Colleges (IMACC) on June 29 and 30 to discuss curricular, placement, assessment, and legislative issues affecting student learning. Keven currently chairs the Curriculum Committee for this organization.

## Steve Moiles, Assistant Professor of English/Writing Program Coordinator

- Co-facilitated a workshop at the Belleville campus on June 15 for 41 high school English faculty. Participants first heard a brief overview about the English Language Arts Common Core State Standards, then were given the opportunity to conduct a “gap analysis” and begin to plan for curricular changes needed in order to meet the new standards. The other facilitators were an English department chair from Collinsville High School and an English professor from SIUE who works with pre-service secondary teachers. This was an activity made possible by funding from the College & Career Readiness Grant.

# Memo

To: Clay Baitman

From: Lynette Rienbolt

Date: July 17, 2012

Re: President's Report – June 2012

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Selsius™ Corporate & Career Training completed the following training for the month of June.

**Career Training (Open Enrollment)**
Driver Safety (instructor led) - 4 seminars, 50 participants
Driver Safety (on-line) – 87 participants
Business Skills Training - 1 seminar, 12 participants
Software Training – 1 seminar, 5 participants

**Corporate Training (Contract)**
Business Skills Training - 3 seminars, 43 participants
Software Training - 6 seminars, 44 participants
Industrial Training - 2 seminars, 19 participants

**Total** - 17 seminars; 260 participants; 9 companies served