MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Marsh Conference Room
Belleville Campus
August 21, 2013

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, August 21, 2013 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:	Nick Mance Robert G. Morton Eugene Verdu Richard Roehrkasse Philip L. Smith
Trustees absent:	Dr. Harry Briggs Cliff Davis, Student Trustee Kenneth R. Joseph

PUBLIC COMMENTS

Pacia Anderson, a SWIC graduate and current employee of Barnes & Noble college bookstore, and student Joshua Starks addressed the Board of Trustees concerning the closure of the Minority Transfer and Multicultural Student Services Center (MTMSSC). Ms. Anderson posed the following questions:

1. When was the decision made about MTMSSC?
2. Why was the decision made about MTMSSC?
3. Were any other student-based organizations/services cut or eliminated?
4. Why weren't students made aware of this decision in advance?
5. What is the moving forward plan for MTMSSC?

Chairman Mance thanked Ms. Anderson and Mr. Starks for their comments and directed Ms. Anderson to submit her questions in writing to administration in care of President Costello and/or Vice President Clayborne.

OATH OF OFFICE

Chairman Mance directed the Board Secretary to administer the Oath of Office to Commissioned Public Safety Officers Cameron Rettig (Belleville Campus) and Ryan Anderson (Sam Wolf Granite City Campus).

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 08-21-13:01

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

- approve the minutes of the regular Board meeting of July 17, 2013;

- approve the bills:

Education Fund	$1,681,842.63
Operations & Maintenance Fund	331,075.38
Operations & Maintenance Fund Restricted	194,655.23
Restricted Purposes Fund	569,673.07
Trust & Agency Fund	35,869.12
Liability, Protection & Settlement Fund	756,475.37
Self Insurance Fund	43,864.42
Grand Total All Funds:	$3,613,455.22

- approve Change Order #008 to France Mechanical Corporation, Glen Carbon, IL in the amount of $56,325.00 to provide all labor, material and equipment for mechanical revisions associated with the rework of the existing air handler units for the Liberal Arts Building II project and for mechanical revisions to add VAV boxes for additional ventilation in the Starbuck's service area per Ittner's CPR 40 and CPR 41;

- approve Ittner Professional Services Contract for Central Quad Improvements at the Belleville Campus in the amount of $181,220.00;

- approve AIA contract with Ben Hur Steel Worx, St. Louis, Missouri, in the amount of $7,025.00 to provide all labor, tools, equipment and supervision to complete the installation of all structural steel angle associated with the revisions of the air handling units for the Liberal Arts Building II project per Ittner's CPR 40;

- award the lowest responsible bid for FY 2014 athletic team travel to Holiday Tours, Inc., Millstadt, IL in the amount of $57,098.00 for the period August 2013 through May 2014;

- adopt by title only resolution authorizing permanent operating transfers of funds;

- adopt resolution authorizing permanent operating transfers of funds;

- adopt the budget resolution by title only to place the FY 2014 Tentative Budget on display;

- adopt the following resolution:

RESOLUTION
DECLARING THE DATES OF THE FISCAL YEAR, PROVIDING FOR A PUBLIC HEARING ON THE TENTATIVE BUDGET AND PUBLICATION OF NOTICE OF SAID HEARING, SCHEDULING A PUBLIC INSPECTION OF THE TENTATIVE BUDGET AND PUBLICATION OF NOTICE OF SUCH PUBLIC INSPECTION;

- authorize payment of $41,718.74 to ARAMARK for the college's share of expenses for the construction of Starbuck's in the Liberal Arts II Building;

- approve Transportation Pass Program Agreement with Bi-State Development Agency of the Missouri-Illinois Metropolitan District for the contract year July 1, 2013 through June 30, 2014;

- accept renewal AmeriCorps grant from the Illinois Department of Human Services in the amount of $381,034 for the period August 16, 2013 through August 15, 2014 to support educational and community development activities of the Belleville AmeriCorps Program; (note: the FY 2014 allocation reflects a $76,821 decrease in funding)

- accept renewal Greater East St. Louis Community grant from ICCB in the amount of $455,180 for the period July 1, 2013 through June 30, 2014 for initiatives which support students and the Greater East St. Louis business community;

- accept renewal FY2014 Program Improvement grant in the amount of $47,405.22 for the period July 1, 2013 through June 30, 2014 to enhance instruction and academic support activities used to strengthen and improve career and technical programs and services;

- approve renewal agreement between Madison County Employment and Training Department, Wood River, Illinois and Southwestern Illinois College, District #522 to allow Madison County to refer students to SWIC for training and allow SWIC to submit bills for those students;

- approve new agreement between Madison County Employment and Training Department, Wood River, Illinois and Southwestern Illinois College, District #522 designating SWIC as a training vendor for SWIC's Welding Certificate and Advanced Technician programs; (note: SWIC will be paid through WIA's Individual Training Account processes)

- approve new agreement between University of Illinois at Chicago and Southwestern Illinois College, District #522 for services IGEN will be providing to the University of Illinois at Chicago Energy Resource Center;

- approve new agreement between St. Louis Regional Chamber and Southwestern Illinois College, District #522 to secure formal permission from SWIC to include its data in the

regional report and to provide assurances regarding the manner and timeline in which such data will be used by the St. Louis Regional Chamber and its partners;

- accept gifts to the college;

- accept the resignation of Cody Wiley, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business July 23, 2013;

- appoint Lori Kovarik to the full-time administrative position of Assistant Instructional Technology Manager at an annual salary of $46,000.00 effective September 9, 2013 and subject to the Personnel Procedures for Administrators;

- appoint Stefanie Martin to the full-time SWIC EE position of Secretary to the Teaching and Learning Center at an annual salary of $28,348.00 effective August 22, 2013, which is Grade 4 of the 2011-2014 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600, IFT/AFT, AFL/CIO;

- appoint Dr. Brandon Shigematsu to the full-time administrative position of Basic Literacy and English as a Second Language Program Director at an annual salary of $48,000.00 effective August 22, 2013 and subject to the Personnel Procedures for Administrators;

- appoint Lynette Calamese to the full-time grant-funded SWIC EE position of Administrative Assistant, Senior Volunteer Programs at an annual salary of $35,155.00 effective August 22, 2013, which is Grade 5 of the 2011-2014 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600, IFT/AFT, AFL/CIO, with employment contingent upon continuation of external funding. Ms. Calamese's salary will be adjusted incrementally to account for the difference in rate of pay due to the SURS 6% limitation;

- appoint Ashley Martinez to the full-time SWIC EE position of Student Services Coordinator at the Sam Wolf Granite City Campus at an annual salary of $31,950.00 effective September 9, 2013, which is Grade 6 of the 2011-2014 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600, IFT/AFT, AFL/CIO;

- appoint Kati Graville to the full-time grant-funded administrative position of Student Development Specialist, TRIO Student Support Services Program at an annual salary of $35,000.00 effective September 16, 2013 and subject to the Personnel Procedures for Administrators and contingent upon the continuation of external funding;

- reassign Minority Transfer & Multicultural Student Services Center (MTMSSC) staff to support the institutional approach to provide services to minority students and to maximize the use of financial resources while enhancing student services and retention activities;

- revise the scope of duties within the full-time administrative position at the MTMSSC to include the expansion of diversity awareness and assistance in College Activities and the Disability & Access Center;

- reassign part-time staff at the MTMSSC resulting from changes in workflow, to prevent layoffs of the two part-time employees and if agreeable to the union and impacted employees, to two vacant positions in the Disability and Access Center previously approved for advertisement;

- allow a 10% earnings increase, awarded incrementally, for three part-time coaches in accordance with Board approved action in July 2000 and in accordance with the guidelines of the SURS 6% rule:

	Current Salary	10% Stipend
Larry Petri Men's Soccer Coach	$7960	$796
Steve Campo Men's Basketball Assistant Coach	$1470	$147
Ed Martz Softball Assistant Coach	$2450	$245

- rescind previously approved Board action of July 19, 2000 allowing for 10% earnings increases to part-time coaches with five years accumulated service;

- allow remaining part-time coaches to receive 2.75% earnings increase as previously approved for other non-union part-time bargaining unit members in FY14:

	FY13	FY14
Adam Sanchez Men's Soccer Assistant Coach	$2690	$2764
Norm Toenjes Men's Basketball Assistant Coach	$1470	$1510
Michael Moore Baseball Assistant Coach	$2400	$2466
Rich Huber Women's Basketball Assistant Coach	$ 0	$1200
Robert Belleville Women's Basketball Assistant Coach	$1200	$1233
Warren Thomas Volleyball Head Coach	$6000	$6165
Kevin Andes Volleyball Assistant Coach	$2400	$2466

Chad Lignoul Women's Soccer Head Coach	$6730	$6915
Bonnie Burcham Women's Soccer Assistant Coach	$ 0	$2400

- allow all non-union part-time coaches to receive earnings increases as awarded by the Board of Trustees;

- authorize SWIC Public Safety Department to eliminate the POWER (Physical Agility) test for applicants who are, or were previously, certified as a police officer in the State of Illinois or meet the Illinois Law Enforcement Training and Standards Board waiver requirements for out-of-state applicants;

- 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 Alexis Noble to attend Lewis and Clark Community College in the Supported School to Work program for Fall 2013 and Spring 2014 semesters; James E. Dillard III to attend Lewis and Clark Community College in the Supported School to Work program for Fall 2013, Spring 2014 and Summer 2014 semesters; and to Devin Haas to attend Parkland College in the Diesel Power Equipment Technology program for Fall 2013, Spring 2014 and Summer 2014 semesters.

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

PLANNING AND POLICY COMMITTEE REPORT

Board Chair Mance reported the committee had no additional items.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkasse reported the committee held a special meeting August 19, 2013 to hear presentation from a representative of Chevron Energy Solutions. The purpose of the presentation was to determine if there was a need or any interest on the part of the college to have an energy analysis. SWIC is already involved in an energy analysis through IGEN. Mr. Roehrkasse stated SWIC staff will make contact with Chevron again in January 2014 to see if there is a need to meet.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton reported the committee had no additional items.

REPORTS

President's Report

Happy Birthday wishes to Trustee Verdu who celebrated a birthday August 6. Mr. Verdu, thank you for all you do on behalf of Southwestern Illinois College.
Chairman Mance extended birthday wishes to President Costello on behalf of the Board of Trustees. Dr. Costello celebrated a birthday August 17.

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 college recently received two compliments from community members about our direct-mail postcards:

- O'Fallon resident Darlian Cruz was so impressed with the "Concerts in the Café" postcard she sent a handwritten note to College Activities' Jeff Blue that concluded with: "Appreciate the concerts and the notice cards."

- Another community member in her 50's emailed Counselor Linda Cowden that she "prayed to God about what to do next with [my] life, and the next day the SWIC postcard arrived in the mail." She said she "took this as a sign," and she has since been to campus to secure her financial aid, take COMPASS, and has enrolled in two Early Childhood Education classes and one computer class. Besides the significant printing cost savings of converting to postcards from course schedules over the past few years, this particular postcard featuring "bobble-headed" SWIC students proves the fun/youthful approach is equally appealing to plus-50 recipients.

The Kids on Campus program was featured in last Sunday's BND Magazine. The story was "pitched" and placed by SWIC's Public Information. Vice President Fleming reported this story alone would have cost more than $10,000 if we had purchased similar advertising space.

SWIC, through efforts of Adult Basic Education and Selsius, is officially a Building Performance Institute (BPI) test affiliate with proctors who can administer the written exam and field exams for BPI's Building Analyst and Envelope Professional Certifications.

Adult Basic Education, through a Memorandum of Understanding, is assisting the Urban League of Metropolitan St. Louis, with placing 50% of the Home Energy Auditor grant certified completers in employment. While the process is in its early stages, 13 contractors participated in a meeting to begin the bidding process to enable completers the opportunity to become employed.

High School Summer Academy was held once again at SWIC's Red Bud Campus. Sixty-six students from eight high schools were enrolled in high school English and Math classes, with every student successfully completing their coursework; 26 of the students had perfect attendance. Two of the students who completed the program were able to graduate from high school because of their participation in the program. Success of this year's program was due, in part, to the generous Foundation grant that allowed awards of $100 transportation and tuition scholarships to deserving students.

SWIC was abuzz during the months of June and July when 493 elementary students embarked on the campus to attend their favorite College for Kids classes. There were 101 class options from which they were able to choose. The Kids on Campus Program had a total of 241 students enrolled in the 24 classes offered this summer. This program is co-sponsored by SWIC and the Association for Bright Learners.

A reminder that 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 September 12 from 8 AM to 1 PM at Fischer's Restaurant. Tickets are $10, and admission includes health screenings, attendance prizes, health sessions, and a buffet lunch. Reservation deadline is September 6.

The Red Bud Campus will hold a Constitution Day/Organ Donor Drive on Tuesday, September 17 in the Lobby from 11 AM to 1 PM. Students will be able to register to vote and to become an organ donor.

With the start of the Fall Semester, the second year of the Running Start Pilot Project is underway. All ten students in the original pilot group from Granite City has returned to the program for the second year; these students earned a GPA of 3.12 the first year. In addition to the original ten students, we have added 37 more students from Granite City, Marissa, New Athens and Mascoutah high schools for a total of 47 participants for the 2013-14 school year. Running Start students will be attending all three campuses this year. The Running Start Pilot Project has proven to be a great partnership opportunity with high schools and may well be the entry for new partnerships for the 2014-15 school year. Several home school students expressed an interest in the program, but at this time, there are no home school students participating in Running Start.

ICCTA Report

Trustee Roehrkasse provided the dates and locations for upcoming ICCTA meetings:

August 9-10:	Bloomington/Normal
September 13-14:	Springfield
November 8-9:	Chicago/Schaumburg

Attorney's Report

Mr. Hoerner requested an Executive Session to discuss personnel.

EXECUTIVE SESSION

Mr. Morton moved, seconded by Mr. Verdu, to move into Executive Session at 6:39 p.m. to discuss personnel. Upon a roll call vote, those members voting aye were Mr. Morton, Mr. Roehrkasse, Mr. Smith, Mr. Verdu and Mr. Mance. Nays: None. Absent: Mr. Davis (opinion), Dr. Briggs and Mr. Joseph. ***PASSED***

Mr. Morton moved, seconded by Mr. Verdu, to return to regular session at 6:48 p.m. The motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

MISCELLANEOUS

Chairman Mance stated he will name the Board committee appointments next month. He needed to speak to a few more trustees before finalizing the appointments.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Smith, to adjourn the meeting at 6:51 p.m. The motion carried.

Approved: **09-18-13**

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

Southwestern Illinois College
Faculty Professional/Scholarly/Service Activities

June and July
(and earlier items not included previously)

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

Lindsay Fox, Coordinator, Respiratory Care Program, attended the American Association for Respiratory Care Summer Forum for Managers and Educators in Orlando, Florida from July 14th thru 17th.

Michelle Kujawa, Assistant Professor, Physical Therapist Assistant Program, attended The National Physical Therapy Examination (NPTE) Workshop for Faculty followed by the APTA National Conference & Exposition in Salt Lake City, Utah from June 26th thru 29th.

Memo

To: Clay Baitman

From: Lynette Rienbolt

Date: August 15, 2013

Re: President's Report – July 2013

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

Selsius™ Client Projects

Amsted Rail
Amsted Rail/ASF Keystone continued their leadership training with two programs in July. Selsius' "Communicating for Leadership Success" program gave a mix of managers, supervisors, and influential leaders within Amsted the skills for building positive interactions with coworkers using strong interpersonal skills. This 4-hour workshop enables leaders to spark action in others, and provide meaningful, supportive feedback that motivates team members and helps individuals improve their performance and positively impact business outcomes.

Memorial Hospital
Five Memorial Hospital participants completed their three-month Lean Six Sigma Green Belt instructor-led training, totaling 40 hours between May and July. These participants have the skills to complete Green Belt projects, and will receive coaching and consultative help from the instructor over the next 3 months. Green Belt projects are spread across Memorial Hospital and Memorial Medical Group, and are focused on improving quality and productivity to reduce service costs and increase patient satisfaction.

Career Training (Open Enrollment)
Driver Safety (instructor led) - 2 seminars, 34 participants
Driver Safety (on-line) – 114 participants
Business Skills Training - 1 seminar, 8 participants

Corporate Training (Contract)
Business Skills Training - 2 seminars, 32 participants
Industrial Training - 5 seminars, 21 participants

Total: 10 seminars; 209 participants; 10 companies served