

MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD, HARRISBURG, IL 62946
AUGUST 14, 2018 – 6:00 PM

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, August 14, 2018 in the Rodney J. Brenner Board Room. On roll call, the following members were present: Dr. Pat York, Debbie Hughes, Jim Ellis, Dr. Frank Barbre, and Alex McRoy. Also present were: Chad Flannery, Dr. Karen Weiss, Gina Sirach, Lisa Hite, Ed Fitzgerald, Jim Brown, Gene Hanses, Dr. Jonah Rice, and Lisa Dye.

Dr. York welcomed guests and allowed a time for comment.

Closed Session

A motion was made by Trustee Barbre seconded by Trustee Ellis to convene into closed session as allowed by the Open Meetings Act 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisition of property, (6) setting of a price for sale or lease of property owned by the public body, (9) student discipline, and (11) litigation. The board went into closed session at 6:02 p.m.

On roll call, the following members voted:

Aye _____ Nay

Dr. Pat York
Debbie Hughes
Jim Ellis
Dr. Frank Barbre
Alex McRoy

Also present were: Jim Brown, Ed Fitzgerald, Lisa Hite, Gene Hanses, Dr. Jonah Rice, and Lisa Dye.

Richard Morgan arrived at 6:07 p.m.

A motion was made by Trustee Ellis seconded by Trustee Hughes to reconvene into open session at 6:25 p.m.

ICCTA Report – Dr. Barbre

Dr. Barbre attended the ICCTA meeting in Moline earlier this month. He visited Black Hawk College and found it interesting that all the buildings are connected by tunnels. The purpose of the meeting was to set goals for strategic planning and goals for 2019. The main goal will be replacing Mike Monaghan, he's been with ICCTA for a long time and is a great director. Hopefully his replacement will be found and in place by June 1st, giving the new director a month to work alongside of Mr. Monaghan before he retires July 1. Other goals include better

relationships with ICCCP, BSN four year program, and simplifying trustee training. Dr. Barbre complimented Dr. Rice on the outstanding BSN presentation that he gave at the meeting. Dr. Barbre said that Dr. Rice could be a positive influence regarding BSN. ICCTA appreciates Dr. Rice setting dates, locations, and programs for the next year. The next meeting will be in Peoria on September 14-15, and both Dr. Barbre and Mr. Ellis will attend. Dr. York asked about trustee education. Dr. Barbre said that ICCTA dues will include a small fee to cover the training. No longer will we have to pay \$100 for each trustee. Training can be done by viewing videos or by taking a 4 hour class and soon other options may be available.

Blake Bradley arrived at 6:28 p.m.

Dr. Rice's Report

The ICCCP Executive Leadership is collaborating with ICCTA. Stephanie Spann does a wonderful job both for ICCTA and ICCCP. Mike Monaghan and Fritz Larsen (both from ICCTA) have been invited to the ICCCP Retreat in September, which is a combined retreat and regular meeting that coincides with the ICCTA meeting. It is both cost and time effective to schedule the meetings this way. Additionally, two university presidents will be keynote speakers at the ICCCP September meeting. ICCCP just surveyed its presidents and got a response from 41 out of the 50. Presidents were asked to choose the top 5 subjects that they found most important for ICCCP to engage in this year. Only 3 out of 41 responded that the BSN program was important, listing multiple other items before it. Dr. Rice found that to be very interesting. The top issues were the budget, pension cost shift/changes, collaborative educational ventures among community colleges, and enrollment management. ICCCP is a relatively young group with 72% being on the job 5 years or less and only 2 presidents being on the job 23 years or more. Dr. Rice is looking forward to working with these presidents. A job description is being designed for the new OWL (Outdoor and Wildlife Management) program. This will be brought to the Board at the next meeting in September. The Learning Commons initial phase of re-design is underway as we have met with the architect and will provide more information at the next Board meeting in September. It is very exciting to see the exterior wall going up on the Hise project. The Finance subcommittee met and is reporting that FY18 is in the black and FY19 is on track to in the black as well. The new Dr. Jackson scholarship will be an endowed scholarship. Planning is underway with Ferrell Hospital for a joint fundraiser that will entail dueling pianos. Tier One Tactical Solutions will be here for staff development day on October 5th for a hands on safety training session. SIC's PowerSports program is one of only 19 schools in the country with a Polaris certification. The PowerSports lab looks great. Installation of two new post lifts was provided and installed free of charge by My Van. This was an unexpected and greatly appreciated donation worth over \$700. This program started this semester with 4 students who are concurrently enrolled in the diesel program. JRROTC is not going to happen overnight. Dr. Rice has talked with 3 Colonels this week alone and he will continue checking into establishing this program that will include all of our in-district high schools. The Register printed an article about our enrollment in which Dr. Rice was fairly pleased with. Rend Lake College is working with us on a possible mine agreement. Jason Fitzgerald and Gina Sirach have invited the Board to view the new Cadaver Lab at 5:00 on September 18th. Classrooms have been updated, the Hall of Fame Room has new carpet. We are starting to think about an FRP

Action Items

A motion was made by Trustee Bradley seconded by Trustee Hughes to approve Hise Museum change order number 1. Dr. Rice said that the fire hydrant in the Hise Museum building location needed to be moved. Ed Fitzgerald said that the base of the fire hydrant was covered with concrete and that it could not be moved and reused. The fire hydrant had to be replaced.

All members voted aye. Motion carried.

A motion was made by Trustee Bradley seconded by Trustee Barbre to approve Board Policy #5012 - Insurance. Dr. Rice said there have been no changes made since this was a first reading at the last Board of Trustees Meeting.

All members voted aye. Motion carried.

A motion was made by Trustee Morgan seconded by Trustee Bradley to approve new Board Policy #5012.1 – Optional Dental/Vision Insurance. Dr. Rice said there have been no changes made since this was a first reading at the last Board of Trustees Meeting.

All other members voted aye. Motion carried.

A motion was made by Trustee Bradley seconded by Trustee Hughes to approve Board Policy revision #6012 – Mandatory Safety Training. Dr. Rice said there have been no changes made since this was a first reading at the last Board of Trustees Meeting and that this is a more comprehensive policy for safety training.

All members voted aye. Motion carried.

A motion was made by Trustee Ellis seconded by Trustee Barbre to approve new Board Policy #8008 – Debt Management. Dr. Rice thanked Gene Hanses from legal for helping write this policy. This policy also includes procedures. There have been no changes made since this was a first reading at the last Board of Trustees Meeting.

All members voted aye. Motion carried.

Non-Action Items

Tentative Budget FY 2019

General Funds consisting of the Education and the Operations & Maintenance Fund show a surplus of \$12,659 before emergency contingency allowances.

The Liability, Protection, and Settlement Fund (Tort Fund) shows a fund balance increase of \$69,312. Several factors contributed to this. Rates have dropped - our unemployment rate dropped 11.4% this past year and the workers compensation rate has been dropping the past 4 years. There were also significant savings that came from contracting out our custodial services since their rate was extremely high-almost \$8 per \$100 dollars of payroll (saving over \$40K the past 2 years). The ending estimated reserve balance of \$1,347,290 will provides us with a little under two years'

worth of reserve, with 2 years being the max amount we can maintain in this fund balance according to our legal counsel.

The \$1,914,238 fund balance decrease in the restricted building fund is due to the construction of the Hise Museum. All Protection, Health, and Safety projects from previously recorded PHS bond funds have been completed and spent.

The \$392,524 decrease in fund balance in the restricted purposes fund is mainly due to payment designated to come out of the general obligation bond fund of \$359,306 for multiple program and maintenance projects, and the \$40,000 required match for the economic development state grant.

We have a positive ending fund balance in all funds even if we spend the \$600,000 in emergency contingency in the general funds.

The projected total General Operating Fund Revenue for FY19 is pretty well level with how are estimating to end FY18 at \$11.1M. Lisa Hite is estimating a slight increase in local taxes and a slight drop in corporate person property replacement tax. Details for FY19 appropriated state revenue: Credit Hour shows a 3.9% increase, Equalization a 1.7% drop, CTE a 40% drop. A Veterans Grant of \$154,100 and Small College grant of \$76,800 make up the \$227,220 under Additional ICCB grants, however we still haven't received the \$78,400 Veterans grant for FY18.

Regarding Tuition & Fee revenue: Lisa Hite has estimated credit hours to drop slightly but with the increase to Technology and Facility Fees, she is estimating a slight increase over how we ended FY18. This would be a little over \$4.3M.

In FY2018, we budgeted \$11.4M in the general operating fund expenditures excluding contingency and the estimated end of year numbers show that we estimate spending \$10.1M of that budgeted amount. FY2019 budgeted expenditures total \$11.5M, just a slight increase over the FY2018 budget.

Academic Support- 8.34% increase-Media Service: much needed AV Equip, 4 informational monitors across campus, upgrade to lecture hall sound system

Student Services-5.81% increase – due to the staffing levels of enrollment services getting back to normal

Conference & Meetings- 48.64% increase- travel expense associated with the new Outfitter's program, Class travel to National Competitions, Allied Health travel due to the new ACEN requirements, and the Higher Learning Commission's team visit.

The Education and the Operation & Maintenance Funds make up the General Operating Fund with a surplus of \$12,659.

The Liability, Protection, and Settlement Fund shows a surplus of \$69,312.

The Restricted Building Fund shows a deficit of \$1,914,238 due to the construction of the Hise Museum.

The Restricted Purposes Fund shows a deficit of \$392,524 mainly due to the use of General Obligation Bond Funds for multiple program and maintenance projects which includes: ventilation for the cadaver lab, Biology microscopes, parking lot work, landscaping work, and miscellaneous facility repairs.

The Auxiliary Enterprise Fund shows a surplus of \$50,011.

The change in the unrestricted fund balances is forecasted to be a surplus of \$62,670.

Please review the FY19 Tentative Budget and advise Lisa Hite if you have any questions. Any changes to this budget will be reported at the September 18th Board Meeting.

HLC Quality Initiative Project

Dr. Weiss and Chad Flannery reported this project started 4 years ago. It focuses on student retention, which is a major campus issue here and everywhere. First, technology was implemented through the use of the Starfish Tracking System. This helps identify students in academic difficulty. Second, we can then address the needs of those students. Starfish was introduced to 14 faculty members, then we added all full-time faculty, and then we added all adjunct faculty. When a student has academic difficulties, it shows in attendance, low class average, and low test scores. Instructors enter information into Starfish and an email is sent to the student and to an advisor who then follows up with the student. The faculty helped design the email messages that students receive. Of the students who are identified in academic difficulty, with intervention, 30%-35% successfully completed their course and over the next 3 years those same students enrolled in the next semester 50%-55% of the time. Title III could help us do more. We have professional Math and English tutors as well as peer tutors. We'd like to have an academic coach and other professional tutors. We would also like to offer other types of services too. Starfish has given us information to help us with retention. Additionally we have Chris Barr now to help provide us with data. Mr. Bradley said he was impressed and that he likes the idea of academic coaching and asked how students became aware of Starfish. Chad Flannery responded that only faculty/staff have access to Starfish and that students only receive emails. Mr. Bradley then asked what the students felt about receiving the emails. Chad Flannery answered that most did not realize they were struggling until they received the email. Over 4,400 interactions have been made in the last 3 years to help positively influence students. Dr. Weiss said that students are made aware of the help that is available to them once they are identified as struggling. She also said that she'd like to see expansion for student assistance in other areas like biology, one on one contact, and life coaching.

Board Policy Revision #5033 – Outside Employment

Dr. Rice said that this policy was a substantial revision. Dennis Weedman (legal) will be on campus later this week and he will ask him how this revision works if another SURS employer is involved, and about the radioactive 6%. Gene Hanses (legal) said we don't know some of this information yet regarding SURS. We might need to put this on hold another month, said Dr. Rice.

Update on Master Facilities and Improvement Plan and Review

We are on track to complete a lot of work in the next 5 years, including bathroom renovations and classroom renovations. Dr. Karen Weiss complimented Ed Fitzgerald and his staff for working hard this summer and doing such a great job. The Board agreed.

Correspondence

HLC correspondence regarding the Quality Initiative Report Review Evaluation showed that SIC demonstrated its seriousness of the undertaking, demonstrated the initiative had scope and impact, demonstrated a commitment to and engagement in the initiative, demonstrated adequate resource provision and confirmed genuine effort. Correspondence was received from Senator Richard Durbin regarding the closing of Dream Center Education Holdings (Illinois Institute of Art in Chicago and Schaumburg and Argosy-Schaumburg) encouraging colleges to reach out to the effected students.

Closed Session

A motion was made by Trustee Bradley seconded by Trustee Barbre to convene into closed session as allowed by the Open Meetings Act 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisition of property, (6) setting of a price for sale or lease of property owned by the public body, (9) student discipline, and (11) litigation. The board went into closed session at 7:46 p.m.

On roll call, the following members voted:

Aye _____ Nay

Dr. Pat York

Debbie Hughes

Jim Ellis

Richard Morgan

Blake Bradley

Dr. Frank Barbre

Alex McRoy

Also present were: Ed Fitzgerald, Lisa Hite, Gene Hanses, Dr. Jonah Rice, and Lisa Dye.

Gene Hanses, Ed Fitzgerald, and Lisa Hite left the closed session at 8:40 p.m.

A motion was made by Trustee Bradley seconded by Trustee Barbre to reconvene into open session at 8:55 p.m.

Personnel

A motion was made by Trustee Barbre seconded by Trustee Bradley to approve all items listed under personnel. All members voted aye. The Board approved to hire Adam Potts as the full-time Assistant to the Director of Environmental Services. Mr. Potts began employment on August 6th. The Board approved to hire full-time temporary Biology/Chemistry Instructor, Jessica Wright effective August 13th. The Board approved to hire Sessaly Davis for the full-time temporary Nursing Instructor position effective August 13th. The Board of Trustees approved new and previously employed adjunct faculty.

Adjournment

There being no further business to discuss, Trustee Morgan made the motion to adjourn the meeting seconded by Trustee Barbre. All members voted aye. The meeting adjourned at 8:56 pm.