

MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD, HARRISBURG, IL 62946
AUGUST 18, 2020 – 6:00 PM

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, August 18, 2020 in the Heritage Room at SIC. On roll call, the following members were present: Dr. Pat York, Mr. David Dennison, Mrs. Debbie Hughes, Mr. Jim Ellis, Mr. Richard Morgan, Dr. Frank Barbre, and Mr. Collin Sexton. Also present: Dr. Tyler Billman, Dr. Karen Weiss, Mrs. Lisa Hite, Mrs. Sara DeNeal, Dr. Chad Flannery, Dr. Jonah Rice, and Mrs. Lisa Dye.

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

ICCTA Report – Dr. Barbre

Dr. Barbre attended the ICCTA Executive Retreat at Heartland Community College in Normal. This was a strategic planning meeting and members worked on the legislative agenda too. The value of ICCTA membership along with its mission, vision, goal, duties of its officers and chairs, how to effectively articulate with members of the General Assembly, and enrollment drops at the university level and how community colleges might best serve students was discussed. Dr. Barbre informed the Board that the 2020 ACCT Leadership Congress scheduled to meet in Chicago next month has been cancelled and will be rescheduled in a virtual format due to COVID-19.

SICEA – Sara DeNeal

Cory Garmane completed his MBA at Western Governors University.

Dr. Rice's Report

Sidewalks around the trap range are completed. We have worked with Bill Ghent on a proposal for public use of the gun range. The pond looks good thanks to the work of Mr. Brown who has cleaned it and worked on the levy. The Mary Jo Oldham Center for Child Study was awarded a \$35,000 Child Care Restoration Grant. This grant was created to support the economic health of child care providers as our economy reopens in the coming months. The Illinois College Board awarded SIC a \$62,905 CTE Grant. The funds from this grant will be used to provide high-touch advising and support to CTE students. TRIO/Student Support Services was awarded a grant for \$340,815 each year for five years. This grant will provide a broad range of services to help low-income, first generation, and students with disabilities. SIC was also awarded a USDA Distance Learning & Telemedicine grant of \$114,170. This will be used to install telemedicine video connections between students of SIC and Harrisburg Medical Center and Egyptian Health Department. A telemedicine exam/consultation room containing equipment such as specialized digital exam scopes in addition to video connection equipment will be established on the SIC campus. Dr. Rice thanked all of the teams who worked on these grants. Safety is first and foremost during the pandemic. We have done walk throughs of the entire campus to make sure we are doing

all we can to reduce the spread of germs. We have handwashing stations in place and waiting for more that are on backorder. We have spread class times out so that we can clean between classes. Enrollment is down 15% which is similar to other community colleges in Illinois. If the State budget does not support education next year, we will have a challenging year that will involve cuts. Higher education needs a large lobbying effort. SIC's 2021-22 budget will be challenging since we have ½ million loss in enrollment which is -6% loss of revenue from last year. We will have to figure out how to close the gap. Dr. Weiss is working on adult education and course sharing. Dr. Billman is working on lab protocols and online learning support. Lisa Hite is working on the pond, and the trap and gun range. Dr. Flannery is working on the financial aid audit. Cabinet is all doing a great job on these projects. The State plans to provide funding for the Carmi Center expansion. Dr. Rice said the College has had two agreements in the past, but the State had to pull the funding. The expansion would be for career and technical space in White County.

Student Trustee Report

No report.

Consent Agenda

A motion was made by Trustee Ellis, seconded by Trustee Morgan to approve the Consent Agenda which included the July 14, 2020 minutes, destroying tapes of the July 2018 closed session, the Treasurer's Report and the approval of bills for July 2020 which totaled \$1,122,975.15 which included \$515,655.29 in payroll. On roll call all members voted aye. Motion carried.

On roll call, all memmbers voted to approve the reimbursement of travel, meal, and lodging expenses for Dr. Barbre's trip to Normal, August 14-15 for ICCTA's Executive Committee Retreat. Total estimated expense will be \$900.00. Motion carried.

Action Items

A. Approve Campus-Wide COVID-19 Face Covering.

A motion was made by Trustee Hughes, seconded by Trustee Morgan to approve Campus-Wide COVID-19 Face Covering. All members voted aye. Motion carried.

B. Approve Employee COVID-19 Self-Certification and Verification Form.

A motion was made by Trustee Barbre, seconded by Trustee Dennison to approve Employee COVID-19 Self-Certification and Verification Form. All members voted aye. Motion carried.

Non-Action Items

A. Carmi Center Expansion.

Howard Metz, our attorney, wants to add a line to the trust agreement that says if the State does not fulfill their portion that SIC can take its money back from the trust. The trust does not need to be signed until November. We have had no word from DCEO about the Carmi expansion project. Dr. Rice asked the Board for direction and said we need to decide what we will do by the next

BOT meeting. The price for a building shell would be \$1 to \$1.5 million and SIC would have to put in \$560,000. Dr. York suggested a multi-phased project and said he doesn't see anyone helping us financially. Dr. Rice said we need an out clause and then we could start with phase 1, but we need prices from the architect. Mrs. Hughes asked if the project would start once we put \$560,000 in the trust. Dr. Rice answered yes. Dr. York said to bring options and prices to the next BOT meeting. Dr. Rice explained the building could be built in 3 phases and said he would get Howard Metz's opinion on the phases. Lisa Hite said the State allows us 1 seat on their Board to pick an architect and engineer. Dr. York said to go to Carmi and ask businesses if they will commit to financially helping us with this project. Dr. Rice said businesses have already committed, but did not specify an amount. By expanding the Carmi Center, SIC could offer CDL training and welding classes.

B. FY 2021 Tentative Budget.

General Funds consisting of the Education and the Operations & Maintenance Fund will have an estimated deficit of \$623,036. The Liability, Protection, and Settlement Fund (Tort Fund) will have an estimated fund balance increase of \$503,743. Savings in this fund will result from better insurance rates provided by a new insurance carrier and a temporary drop in our athletic insurance from postponing basketball due to COVID. In addition, the unemployment rate dropped from 2.075% to 1.425% for this year. The ending reserve balance of \$1,606,565 will provides us with a little under two years' worth of reserve with 2 years being the max amount we can legally maintain in this fund balance. The \$555,878 estimated fund balance decrease in the Restricted Building Fund is due to spending down the remaining Protection, Health, and Safety funds on the remaining PHS construction projects to be finished this year. The \$162,640 estimated decrease in fund balance in the Restricted Purposes Fund is due to the required match for the economic development state grant and competitive teams travel expense. The projected total General Operating Fund Revenue for FY21 of \$10.8M has a 6% decrease compared to the FY20 estimated ending total. The budget allows for a decrease in local taxes and corporate person property replacement tax. Details for FY2021 appropriated state revenue: Credit Hour is \$1,066,120 which is \$18,180 less than last year. Equalization is \$2,901,642 which is \$91,918 less than last year. A Veterans Grant of \$154,100 and Small College grant of \$64,516 make up the \$218,616 under Additional ICCB grants. Regarding Tuition & Fee revenue: There is an estimated 11% drop in revenue compared to actual FY20 revenue. The increase in Technology and Facility Fees has helped to mitigate the expected loss due to lower enrollment. Total revenue is estimated to be approximately \$4M. In FY2020, we budgeted \$11.3M in General Operating Fund Expenditures. The estimated end of year numbers on this worksheet total \$10.4M however once end of year accruals are posted it will be closer to \$12.1M so we will be ending this past year in the red (approximately \$200K at this point in time). FY2021 budgeted expenditures (excluding contingency) total \$11.8M, a decrease of approximately \$629K over the FY2020 budget. Any changes to this budget will be reported at the September 22 Board Meeting.

C. Correspondence.

Personnel

A motion was made by Trustee Barbre, seconded by Trustee Ellis to approve all items listed in Personnel. All members voted aye. Motion carried.

- A. Approve to Hire Administrative Assistant to the Executive Dean of Academic Services.
- B. Approve to Hire Associate Director of Enrollment Services.
- C. Approve Job Description for CTE Navigator.
- D. Approve Resignation of SBDC Career Evaluator.
- E. Approve 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 7:20 pm.