

MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD, HARRISBURG, IL 62946
DECEMBER 4, 2018 – 6:00 PM

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, December 4, 2018 in the Rodney J. Brenner Board Room. On roll call, the following members were present: Dr. Pat York, Mr. David Dennison, Mrs. Debbie Hughes, Mr. Jim Ellis, Mr. Blake Bradley, Dr. Frank Barbre, and Alex McRoy. Also present were: Karla Lewis, Gina Sirach, Dr. Karen Weiss, Chad Flannery, Lisa Hite, Sara DeNeal, Kimberly Walker (Kemper CPA Group), Alex Jackson (Kemper CPA Group), Dr. Jonah Rice, and Lisa Dye.

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

Audit Presentation – Kemper CPA Group – Kimberly Walker and Alex Jackson

Ms. Walker distributed Financial Statements dated June 30, 2018. She said that in Kemper's opinion, the audit evidence they obtained was sufficient and appropriate to provide a clean, unmodified independent report of SIC's internal controls. Cash balance is up from last year due to the State making payments and the Hise donation. Income statement shows a \$3.5 million increase due to the Hise donation. Ms. Jackson explained that there were 2 findings, one was treasurer's bonding and the other was student financial aid. First, in August 2017, \$1.5 million was exposed to risk due to the large Hise donation and funding from the State. The second finding was the return of Title IV Funds during the spring semester. SIC was late with payment and a fine incurred from the student sampling used by the auditors to check process. As for treasurer's bonding, Dr. Rice stated that we are not used to being paid on time by the State, nor do we usually get donations the size of the Hise donation. We do have red flags now in place to prevent this from happening in the future. Dr. Rice asked if employee turnover in financial aid is a big reason for this and the auditors agreed it is. The auditors said the financial aid director is many times operating solo, which is not good. Dr. Barbre said that the auditors were thorough. Dr. Rice said Kemper did a nice job and he appreciates SIC staff working with them.

ICCTA Report – Dr. Barbre

Dr. Barbre reported that information from the last ICCTA meeting has been included in your BOT packet. He distributed a handout from the ICCTA seminar that he just attended regarding legal, legislative, and ethics update. He also distributed a handout from ICCTA regarding the fall 2018 trustee survey results. He reported that SIC's Trustees were very responsible in turning in their responses and he thanked them for doing so.

SIC Employees – Sara DeNeal

Tyler Billman received the L.E. Norton Award at this year's L.E. Norton Invitational, hosted by Bradley University. The tournament, one of the largest invitational tournaments in the country, recognizes one outstanding coach from across the country per year. Both two-year and four-year

coaches were considered for the award. Our ADN faculty are working on our ACEN self-study for applying for candidacy for accreditation of the nursing program with ACEN. The ADN nursing students and faculty will be participating in mock disaster drills at Egyptian Public Health, Harrisburg Medical Center, and Ferrell Hospital. The mural painting class painted seasonal pictures on the windows of Saline Care Center Nursing Home in Harrisburg. Dr. Diane King gave two presentations to approximately 70 high school students on Careers in Early Childhood Education to the State FCCLA (Family Community Leaders of America) Conference at SIUC and is working on behalf of the Early Childhood Mental Health Initiative to offer an ECE Elective course beginning spring semester. The 5th Annual ECE EXPO will be held Saturday, March 2nd at SIC.

Dr. Rice's Report

Dr. Rice is on the search committee to find a replacement for Mike Monaghan, Executive Director of ICCTA, who is retiring in 2019. Dr. Rice said that Fritz Larsen is doing a great job as the chairman of this committee. This coming Monday, Dr. Rice will travel to Heartland Community College for a search committee meeting. The plan is to interview 6-8 candidates and then narrow it down to half and go from there. This is a national search. Dr. Rice said that there are leadership changes in ICCB, legislative changes (40 new legislatures), and new college presidents changes. We will have behavior threat training in February by Phil Chalmers who was recommended to us by Keith Brown. We will invite K-12 administration to participate. We have interviewed 2 candidates for the OWL program. The Foundation grossed \$10,000 with the holiday meal and show. Banterra was a major sponsor and Wells Fargo was a secondary sponsor for the event. Much work is being done on partnering with a university on a 3+1 BSN. The 3+1 BSN would be beneficial for SIC and our students. This could be a 14 month online program costing under \$10,000. Students would attend SIC for 3 years and transfer to a university. SIC plans to ask about 20 colleges to partner in the project with us to create this agreement. The Board all agreed to move forward on this program. Mr. Ellis asked if students would take general education classes here at SIC. Gina Sirach answered that students would take 6 hours of general education classes here and the remaining would be taken at our partnering university. Dr. Rice said this is a win for us, a win for students, and a win for the university. Two community colleges have committed to this 3+1 BSN and more are sure to follow. The budget finance subcommittee met and recommend that we increase our fees stating in January. They do not recommend a tuition increase. Their recommendations come with the knowledge that next year a small enrollment is expected. Mr. Hise has cancelled his December visit to SIC and will hopefully reschedule in the near future. We will have a diversity report to present in February. Dr. Rice gave kudos to the business office for having the highest score of varied diversity within our cohorts and regional peers (female, African American, and disabled employees). ICCB keeps track of diversity and shows that SIC is at 53% as compared to the City Colleges of Chicago who is at 51%. Dr. York asked if HLC would want to know this when they visit. Dr. Rice answered yes. SIC will begin a new scholarship to tap into non-traditional students. SIC will enter an MOU with local police to supplement law enforcement in case of emergencies. Our insurer and legal counsel are looking into the MOU. There is local interest in the ROTCJR. Dr. Rice will follow up with Congressman Shimkus and Senator Duckworth, but this may take 3 or 4 years to get the program up and running. Lisa Hite will have

a proposal in January regarding CD's for our investment. Thanks to Ben Ross, we are stepping up our safety training with a systematic, concerted, and concentrated effort and will have more training this spring. The Power Sports program has been advertised in a relative business magazine. New parking space has been added behind the Ella Elizabeth Hise Art Museum. New parking signs have been ordered for this parking area. Ed Fitzgerald will be starting a security amnesty program as people become familiar with the new parking area. The new Ag program may become a collaborative effort. In financial matters, Dr. Rice said the community college system is still underfunded. We should get \$86 per transfer credit hour from the State, but we get \$25. We should get \$22 for remedial classes from the State, but we get \$6.46. The trend is for community colleges to eliminate/reduce remedial classes. As for enrollment trends, SIC is less in the negative than most of our cohorts; we score second best. Today, we received Dr. Linduska's HLC Mock Interview report and Dr. Weiss will be reviewing it. Dr. Rice thanked Dr. Weiss for her work with Perkins and Workforce training; thanked Chad Flannery for his phone call outreach; thanked Gina Sirach for division work and search committee work; thanked Lisa Hite for work on the facilities, tax levy, procurator work and a great CFI score of 5.23.

Karla Lewis' Report

Ms. Lewis reported on the Learning Commons. She met with the architect and he asked her to pick out the furniture concept for the Learning Commons. There will be a ceiling grid, fireplace, cyber-bar, and tutor consultation area. As for the furniture, we are looking at possibilities including circular computer stations to seat 6, sofas, lounge chairs, café booths for both groups and solo studying, collaboration area where students/instructors can write on the wall, benches for flexible seating, frosted glass for privacy, a lego and puzzle table, lounge area with furniture facing the windows at the back of the center, glassed in study booths, tables that you can write on and wipe off that have power in the center, printing area, and a 3-D lab with cabinets. Furniture will be bought in phases as funding will be sparse and needs are still being assessed. The first phase of furniture will be ordered before Christmas. Flooring will consist of tile, carpet, and wood flooring. Dr. Rice said that Thad Heckman, Architect donated \$9,000 toward the project and that his gift is very much appreciated.

Student Trustee Report

The Art Club made \$130 at Heritage Festival and \$140 at their bake sale. The money will go toward a trip they are planning. BASIC will take a trip in January to "Cross Conference" in Louisville. Circle K will be serving at Heaven's Kitchen, are promoting a hat and glove drive, and will participate in a bowling tournament. Cosmetology painted nails and styled hair for children at the Breakfast with Santa event. The Education Club had a turkey raffle and Thanksgiving dinner. The Math and Science Club held a Halo Tournament and helped with the Breakfast with Santa event. Nursing helped with Breakfast with Santa, and helped with a blood drive. PTK held a dessert auction. Theta Sigma Phi performed the musical Narnia.

Consent Agenda

A motion was made by Trustee Bradley seconded by Trustee Ellis to approve the Consent Agenda which included the October 23, 2018 minutes, destroying tapes of the January 2017 closed session, the Treasurer's Report and the approval of bills for October 2018 which totaled \$2,720,277.62 which included \$551,998.61 in payroll. On roll call the following members voted:

Aye _____ Nay

Dr. Pat York
Mr. David Dennison
Mrs. Debbie Hughes
Mr. Jim Ellis
Mr. Blake Bradley
Dr. Frank Barbre
Mr. McRoy

All members voted aye. Motion carried.

Action Items

A. Approval of Certificate of Tax Levy

Lisa Hite gave a PowerPoint presentation on the 2018 Review of Tax Levy. The history of the Board Policy on the tax levy is to maintain stability in tax levy rates, recognize the regional trend in tax levy rates, monitor the appropriate tax rate needed to provide quality education for the region, and strive to hold tax levy at less than or equal to 105% of previous year's extension. District #533 EAV has increased an average of \$15.8M (3.35%) per year over the last 10 years. The estimated levy for the Education Fund is \$1,615,700, an increase of \$38,277 compared to 2017. The estimated levy for the Operations & Maintenance (Building) Fund is \$577,000, an increase of \$13,683 compared to 2017. The Education Fund has a maximum rate of .28%, the O&M Fund has a maximum rate of .10%, and the Audit Fund has a maximum rate of .005%. The Education and O&M Funds make up the operating fund and that levy has a small increase of 2.43%. The Audit Fund has a 1.81% increase. The Tort, Medicare, and Bond Fund tax rates are set based on the amount needed to meet the tax levy. For 2018 the tax increase caused by our Tort and Medicare Fund levy is estimated to be about 10% which is largely offset by a reduced Bond Fund levy of 8%. The total estimated tax for 2018 is .85013. Lisa Hite's PowerPoint presentation also included historical EAVs for the counties we serve as well as SIC's historical EAVs, revenue sources, tax levy rates for cohort colleges, and tax extensions for cohort colleges. Dr. Barbre said that the tax rate is lower than last year and that is good because we had a slight increase last year and it is still below 5%.

A motion was made by Trustee Barbre seconded by Trustee Dennison to approve certificate of tax levy.

All members voted aye. Motion carried.

B. Approval of Annual Audit

A motion was made by Trustee Bradley seconded by Trustee Barbre to approve annual audit.

All members voted aye. Motion carried.

C. Approval of Bond Use for Construction on the Learning Commons Area

Dr. Rice said we finish this bond up by starting work on the Learning Commons Area.

A motion was made by Trustee Hughes seconded by Trustee Bradley to approve bond use for construction on the Learning Commons area.

All other members voted aye. Motion carried.

D. Approval of Revision to Academic Calendars 2019-2020, 2020-2021, 2021-2022

Dr. Rice said this is a minor revision.

A motion was made by Trustee Bradley seconded by Trustee Ellis to approve revision to Academic Calendars 2019-2020, 2020-2021, 2021-2022.

All members voted aye. Motion carried.

E. Approval of Reorganization Chart for Learning Commons

Dr. Rice said there is a title change in this chart.

A motion was made by Trustee Bradley seconded by Trustee Barbre to approve reorganization chart for Learning Commons.

All members voted aye. Motion carried.

F. Approval of Resolution from Southeast Planning Commission for the DRA Grant

Dr. Rice said that every year we benefit from DRA Grants.

A motion was made by Trustee Ellis seconded by Trustee Dennison to approve of resolution from Southeast Planning Commission for the DRA Grant.

All members voted aye. Motion carried.

G. Approval of Revision of Board Policy #4019 Acceptable Use Policy of Information Technology and Electronic Resources

Dr. Rice said that this was not a first reading at the last BOT meeting. Greg McCulloch has made recommendations for this policy. We need to meet the publishing deadline to get this policy into our catalog.

A motion was made by Trustee Hughes seconded by Trustee Ellis to approve revision of Board Policy #4019 Acceptable Use Policy of Informational Technology and Electronic Resources.

All members voted aye. Motion carried.

H. Approval of Curriculum Report

A motion was made by Trustee Bradley seconded by Trustee Barbre to approve curriculum report.
All members voted aye. Motion carried.

I. Approval of Budget Transfers

A motion was made by Trustee Barbre seconded by Trustee Ellis to approve budget transfers.
All members voted aye. Motion carried.

Non-Action Items

A. New Board Policy #6018.1 Institutional research and Effectiveness Policy on Research and Survey Use

Dr. Rice said that we need a policy in case a research board needs to be formed and to prevent biased research.

B. Correspondence

Correspondence from ACES and the CEO program were received.

Note: Dr. Barbre left at 7:30 pm.

Personnel

A motion was made by Trustee Bradley seconded by Trustee Hughes to approve all items listed under personnel:

The Board accepted a letter of resignation from the Learning Resource Center Para Professional. The Board approved the employment of the Distance Learning Specialist. The Board approved adjunct faculty for employment.

All members voted aye. Motion carried.

Adjournment

There being no further business to discuss, Trustee Ellis made the motion to adjourn the meeting seconded by Trustee Dennison. All members voted aye. The meeting adjourned at 8:10 p.m.