

MINUTES OF THE BOARD OF TRUSTEES  
REGULAR MEETING  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE ROAD, HARRISBURG, IL 62946  
MAY 27, 2021 – 6:00 PM

The Southeastern Illinois College Board of Trustees held its regular meeting on Thursday, May 27, 2021 in the Rodney J. Brenner Board Room at SIC. On roll call, the following members were present: Dr. Pat York, Mr. Frank Barbre, Mrs. Debbie Hughes, Mr. Jim Ellis (Mr. Ellis arrived at 6:04 p.m.), Mr. Richard Morgan, and Mr. Jacob Lemon.

Also present: Mrs. Lisa Hite, Dr. Karen Weiss, Mrs. Jennifer Roehm-Scheffer, Dr. Jonah Rice, and Mrs. Lisa Dye.

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

**Dr. Barbre's Report**

Dr. Barbre attended the May 4<sup>th</sup> ICCTA Board of Representatives virtual meeting and will attend ICCTA's annual meeting in person on June 4<sup>th</sup> and 5<sup>th</sup> in Normal along with Mr. Ellis. At the annual meeting, he and Mr. Ellis will take the mandatory trustee training.

**Dr. Rice's Report**

With guidance from the CDC and IDPH, fully vaccinated people will no longer need to wear masks on campus (that can and might change). Free text books for students is going well as all the steps have been taken to be able to do this and now it will be easy to keep it going. As long as books are returned undamaged, rental is free to students. Nursing and science books are expensive and we might have to charge a small fee for them. Grant money has been used for free text book rental. This is a great help for students and we are very excited to be able to do this. Other schools are asking us for information on this. SIC online classes are ranked #1 (in cost, service, and magnitude) among community colleges. Our budget status will be in the red at the end of this year. Federal funds and job freezes have helped us not to be too deep in the red. Enrollment projections have us being thinly in the black next year. There is nothing new to report regarding the State budget. Dr. Rice said he is very pleased with summer enrollment numbers (we don't have the final numbers yet) in the ACE Program, Credit Recovery, bowling, e-sports, basketball recruits, speech team recruits, and competitive theater recruits, plus other teams. We will host a joint cabinet retreat with Rend Lake College to discuss more sharing with career tech ed, diesel, music theory, and maintenance. We will also be hosting the Southeast Region Trustees Meeting and we will consider having this retreat on the same day as our board retreat and plan it for either the end of October or the beginning of November. Dr. Rice has talked with Lisa Hite and Ed Fitzgerald about left over PHS funds and have decided to build bathrooms at the baseball fields. We would have to have a separate sewage system put in, but this project could be completed by the end of the year. Local community college presidents will meet in June to discuss GRAC participation. Dr. Matt Winkleman and Mr. Justin Fetcho have both agreed to be on the SICF

Board. We have not signed the Clean Soil Agreement (that will provide scholarships in the amount of \$1,000) as details and liability questions still need to be worked out. Our training range is being used by local police officers. Dr. Rice distributed a hand out of restructured legislative districts. Senator Fowler's district has not changed. Senator Bryant has all of White County. State Representative Windhorst still covers our district. This remapping is not official yet, it can still be tweaked, but it is close to being made official. Dr. Rice distributed a handout from ACEN. Our nursing program is mandated to be accredited by ACEN and we are. An ACEN representative will be on campus this fall. Dr. Rice said he and Amy Murphy will meet with SIH in June to provide them with this accreditation. Dr. Weiss is working on the Upward Bound and Title III Grants. Lisa Hite is working on construction at the Carmi Campus. The IT Department is restructuring and relocating to the A building and their old offices will become a suite for the athletic department.

### **Consent Agenda**

A motion was made by Trustee Ellis, seconded by Trustee Hughes to approve the Consent Agenda which included the April 29, 2021 minutes, destroying tapes of the September 2019 closed session, the Treasurer's Report and the approval of bills for April 2021 which totaled \$1,082,033.46 which included \$536,840.09 in payroll. On roll call all members voted aye. Motion carried.

### **Action Items**

#### **A. Approve Salary Increase for Exempt Employees.**

A motion was made by Trustee Morgan, seconded by Trustee Barbre to approve salary increase of 2.75% for exempt staff for FY23. This is the same amount as the SICEA. All members voted aye. Motion carried.

#### **B. Approve Organizational Restructuring.**

A motion was made by Trustee Barbre, seconded by Trustee Hughes to approve Organizational Restructuring. All members voted aye. Motion carried.

Salary adjustments will occur for FY 22 and NO increases will occur in our operational budget. Given revisions to the jobs, Tort funds will be used and actually *save* approximately \$70,000+ to cover said changes and result in leftover savings for operational expenditures. Increases would be modest and commensurate to new duties and mostly fall under the 6% cap. This has been engaged by the risk management committee (staff and faculty representatives) and follows our risk management policy and procedures. We have to have strong IT and cyber security as well as a smooth transition to a new Learning Management System for all our online programs and courses. Cyber security has been a huge threat with many community colleges falling to it and costing millions of dollars among other concerns. These *moves* are mission critical.

Chris Barr will be promoted from Executive Director of Institutional Research to Senior Liaison for Institutional Effectiveness who will serve on cabinet to better serve the institution's needs to make data-driven decisions based on timely and accurate data. He can also help keep cyber security a focus on a weekly basis as that is a significant threat to all of higher education

like never before. Mr. Barr can provide immediate guidance to cabinet and immediate feedback loops with the IT department, including our chief CIO, Greg McCulloch. SIC's need for stronger data-driven analysis and decision-making must grow and continue to expand. This position will better fuse IT and IR with some linkage to OLET providing greater information flow and collaboration. This structure is similar as many other colleges, and could incorporate additional duties in the future that relate to institutional effectiveness.

James Carlton's current position, Network Administrator, will be modified to Senior Network and Security Administrator. James's job is becoming more and more about cyber security at SIC, a growing threat that needs growing attention. This will raise his level of responsibility and duties to perform.

Andrew Oxford's current position, Network Technician, will be modified to Network Administrator. Andrew would have supervisory duties over the Network Technician and both serve to address the growing needs of technology support at SIC. Our needs for computer repair, software updates, assembly and repair have grown exponentially. He would work on more budget oversight.

Kimberly Rapp's current position, will be modified to Administrative Systems Analyst, slightly for support.

We will fill the current Network Technician position and also integrate some duties left open from the multiple unfilled positions. They could provide support for Board meetings and other events to relieve the OLET. With the Carmi project expansion on the horizon, this person would also help with such added support needs.

Bre Richardson's position will be modified and split, Web Services Technician, to be the Web Services Administrator, to help bridge services between IT and the Learning Commons/OLET in order to better integrate web services with our new Learning Management System (LMS), Canvas, as well as Starfish (retention) support. This will help improve communication between those two major functions.

IT personnel would be moved to the second story of A-Building from their existing space, except for Bre Richardson, who would be reside in an office in downstairs A-Building in the Learning Commons area. Mr. Barr would relocate to the first floor of E-Building and share an administrative assistant with Dr. Flannery. The remaining space in C-Building would be converted to a coaches suite for athletics. The new IT space would utilize partial walls until construction could be done to make the space more permanent.

### C. Approve Working Cash Fund Resolution.

A motion was made by Trustee Ellis, seconded by Trustee Morgan to approve Working Cash Fund Resolution. The working cash fund is a resolution authorizing and approving the transfer of interest earned in the working cash fund to the operation and maintenance fund. All members voted aye. Motion carried.

D. Approve Budget Transfers.

A motion was made by Trustee Hughes, seconded by Trustee Barbre to approve Budget Transfers. All members voted aye. Motion carried.

E. Approve Board of Trustees Governance Vacancy.

A motion was made by Trustee Hughes, seconded by Trustee Morgan to approve Board of Trustees Governance Vacancy. Mark Motsinger provided a letter of resignation. All members voted aye. Motion carried.

Closed Session

F. Approve Appointment of Member for Vacant Board of Trustees Governance Position.

A motion was made by Trustee Ellis, seconded by Trustee Hughes to approve Appointment of Member for Vacant Board of Trustees Governance Position. David Dennison was appointed to serve a 2-year term. All members voted aye. Motion carried.

**Non-Action Items**

A. Enrollment Mitigation Strategies.

E-Sports numbers are looking good, six or seven have signed with more to come, perhaps reaching ten. Bowling will fill 30 spots. Golf and volleyball just had tryouts. The OWL program has a student from Kenya that will be an exchange student needing a family to live with. Lori Cox or Jordan Hammersley are working on this.

B. New Board Policy – Prohibition Against Monetary Incentives for Recruitment Activities – First Reading.

This is a first reading. This policy will be useful for audits.

C. Southeast Region Trustees Meetings.

Dr. Barbre and Lisa Dye will plan this meeting either for late October or early November. Mrs. Hughes suggested having a cyber security speaker at the meeting.

D. Correspondence.

Letters were received from Doug Cottom and Dr. Madeline Rogers.

**Personnel**

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

A. Approved IT Restructuring.

1. Title Change and Duties Modification: Senior Network and Security Administrator
2. Title Change and Duties Modification: Network Administrator

3. Title Change and Duties Modification: Administrative Systems Analyst
4. Title Change and Duties Modification: Web and Academic Services Administrator
5. Duties Modification: Network Technician
6. Position Modification: Senior Liaison for Institutional Effectiveness
7. Position Modification: Chief information Officer and Supervisor

B. Approved to Hire Dana Keating Student Success Center Assistant.

Madison Hungate

C. Approved Transition of OWL Instructor to Full-Time OWL Instructor Position.

D. Approved Job Description Revision for Assistant Director for SIC WISBDC.

E. Approved Adjunct Assignments for Spring 2021, Summer 2021, and Fall 2021 Academic Terms.

**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 7:50 p.m.