Ms. Jacqueline Agee, Chair, convened the 734th Regular Meeting of the Board of Illinois Community College District No. 515 at 5:04 p.m., Tuesday, October 25, 2011, in the Board Room of the College.

**ROLL CALL:**

**Board Members Present**
- Ms. Jacqueline Agee, Chair
- Ms. Brunetta Hill-Corley, Vice Chair
- Dr. Kathleen Doyle
- Mr. Wendell Mosby
- Mr. Marc Wiley
- Ms. Ashlyn Snuckel, Student Trustee

**Board Members Absent**
- Mr. Phil Faso
- Ms. Cindy Somer, Secretary

**Table Participants Present**
- Dr. Eric C. Radtke, President
- Ms. Deborah Smith Havighorst, Board Recorder
- Dr. Adenuga Atejoglo, Vice President, Academic Affairs
- Dr. Alan D. Robertson, Vice President, Business & Information Services
- Ms. Terri Winfree, Vice President, Community & Economic Development
- Ms. Mary Reaves, Vice President, Student Affairs
- Ms. Susan Braasch, Support Staff Representative
- Mr. James Brown, Student Representative

**Administrators Present**
- Dr. Consuelo Ballom, Ms. Diane Conatser, Mr. James M. Eaton, Ms. Lynita Gebhardt, Mr. Ed Jodelka, Ms. Kim Kunge, Mr. Norman Martin, Dr. Debra Prendergast, Dr. Susan Solberg

**Faculty Members Present**
- Mr. Ed Schwarz

**Staff Members Present**
- Mr. James O’Banner, Ms. Andrea Small, Mr. Al Thompson, Ms. Pat Trost, Mr. John Woodyatt

**Other**
ORAL/WRITTEN PUBLIC COMMUNICATIONS
Mr. James Brown addressed the Board, stating that as a student he agrees with the proposed tax levy, but as a homeowner he is not in support of the levy.

Ms. Ardenia Beverley of the Coalition of African American Nurses (CAAN) Academy of Nursing addressed the Board and asked for an articulation agreement between the academy and Prairie State College. Trustee Mosby said that he invited CAAN Academy to the meeting. Chair Agee asked Ms. Havighorst to schedule a meeting between the College and Dr. Carol Alexander of CAAN.

INTRODUCTIONS/RECOGNITIONS
Ms. Mariske Sluiter, Visiting Professor – College de Maasvallei - Druten, Netherlands
Assistant Professor Jessica Gravely introduced Ms. Mariske Sluiter who is a professor of social welfare at College de Maasvellei in Druten, Netherlands. Ms. Sluiter is visiting Prairie State as a participant in the professional exchange program sponsored by the Illinois Consortium for International Studies and Programs (ICISP). In turn, Ms. Gravely will be visiting Ms. Sluiter in the Netherlands next summer.

Ms. Cynthia Turnquest, Jennifer S. Fallick Cancer Support Center
Ms. Turnquest presented the award for the top school team in the Cancer Support Center’s 13th Annual Walk of Hope on October 9, and thanked the College for its continued support. She announced that the Haywood/Prairie State team raised over $8,000.

Ms. Jim O’Banner, Campus Police Patrol Officer
Chief Norman Martin introduced Mr. Jim O’ Banner, the College’s newly sworn officer.

SECRETARY PRO TEM
Mr. Mosby moved and Mr. Wiley seconded to appoint Dr. Kathleen Doyle, Secretary Pro Tem. All members present voted Aye, and the motion carried.

CONSENT ITEMS
Ms. Hill Corley moved and Mr. Mosby seconded that the Board of Trustees approves the following items of consent:
Minutes
That the Board of Trustees approves the Minutes of the 733rd Regular Meeting of September 27, 2011; and the Minutes of the Executive Session of September 27, 2011; as presented.

Full-Time Faculty Overloads, Adjunct Faculty Salaries, and Compensation for Administrators, Staff and Retired Faculty on Teaching Assignments – Fall 2011, Sixteen-Week Classes and First Eight-Week Classes (Credit Courses)
That the Board of Trustees approves the full-time faculty overload compensation in the amount of $219,956.16, adjunct faculty compensation in the amount of $767,605.20, and compensation for administrators, staff and retired faculty on teaching assignments in the amount of $44,444, for sixteen-week classes and the first eight-week classes of the 2011 Fall term (credit courses).

Adjunct Faculty Compensation for the Fall 2011 Term (Non-Credit Courses)
That the Board of Trustees approves the adjunct faculty compensation in the amount of $111,322.50, for the Fall 2011 term (non-credit courses).

Retirement of Mr. Salem H. Chaaban; Professor, Mathematics
That the Board of Trustees accepts the retirement of Mr. Salem H. Chaaban; Professor, Mathematics; effective December 16, 2011.

Mr. Mosby requested that agenda item 4.6, Bills Payable – FY2012, be pulled from the Consent Agenda and moved to the Action Agenda.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

Bills Payable – FY2012
Mr. Mosby asked if there were consultants in the bill list who had an object code other than “Consultant.” Mr. Eaton said he can create a report to provide to the Board.

Trustee Mosby also asked if the agreement with Fratello’s is exclusive and if so, how does the College know it is not being taken advantage of. Mr. Eaton explained that Fratello’s does have the first right of refusal and they have worked very well with anyone who has asked to work with a different caterer.
Trustee Mosby asked what promotion was used with radio station B96. Ms. Small said the College advertised for Fall registration on B96 and other radio stations. Mr. Mosby asked if a list of all radio stations the College advertises with can be provided to the Board.

Mr. Mosby moved and Ms. Hill-Corley seconded that the Board of Trustees approves the FY2012 List of Bills Payable for October, as indicated in the enclosure.

Upon the call of roll, the vote was as follows:

- Ms. Agee  Aye
- Dr. Doyle   Aye
- Ms. Hill-Corley  Aye
- Mr. Mosby  Aye
- Mr. Wiley   Aye
- Ms. Snuckel Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

**ACTION ITEMS**

**EXECUTIVE SESSION**

Ms. Hill-Corley moved and Dr. Doyle seconded that the Board of Trustees go into executive session for the “appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity;” and the “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.”

Upon the call of roll, the vote was as follows:

- Ms. Agee  Aye
- Dr. Doyle   Aye
- Ms. Hill-Corley  Aye
- Mr. Mosby  Aye
- Mr. Wiley   Aye
- Ms. Snuckel Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried and the meeting adjourned to Executive Session at 5:36 p.m.

**RETURN TO OPEN SESSION**

Ms. Hill-Corley moved and Mr. Mosby seconded that the Board of Trustees return to Open Session at 6:30 p.m. All members present voted Aye, and the motion carried.

Presentation of FY2011 Comprehensive Annual Financial Report and Audit

Mr. Eaton introduced Ms. Chris Mower and Mr. Tony Boras from Crowe Horwath who distributed and described the annual financial report and audit.
Trustee Mosby asked why the auditor was late in completing the reports this year. Vice President Robertson responded that the department is modestly staffed, and the loss of the assistant controller left out a layer of review and this slowed down the process.

Ms. Mower stated that even with a smaller staff, the group did a great job of communicating with the auditors. Dr. Robertson continued that even though the College filed for an extension this year, the department is still eligible for the Government Finance Officers Association award this year. Furthermore, there were no findings or compliance issues. Dr. Robertson thanked Mr. Eaton, Ms. Conatser, Ms. Garcia and their staff for a job well done.

Mr. Mosby moved and Ms. Hill-Corley seconded that the Board of Trustees accepts the FY2011 Comprehensive Annual Financial Report and Audit, as presented.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

Appointment of Associate Dean, Library and Instructional Services
Ms. Hill-Corley moved and Dr. Doyle seconded that the Board of Trustees appoints Mr. Anthony Molaro as Associate Dean, Library and Instructional Services, at a salary of $70,000.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

First Reading – Board Policy G-13, Employment of Manager/Professional Staff and Confidential and Grant-Funded Support Staff
Dr. Doyle moved and Ms. Hill-Corley seconded that the Board of Trustees approve for First Reading, Board Policy C-13, Employment of Manager/Professional Staff and Confidential and Grant-Funded Support Staff.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye

Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

Purchase Recommendation – Classroom Furniture
Mr. Mosby moved and Mr. Wiley seconded that the Board of Trustees approves the purchase of classroom furniture from Krueger International (KI) in the amount of $99,000, for the total cost, including delivery and installation; and classroom tables and chairs (HON) from Martin-Whalen Office Solutions in the amount of $65,000, for the total cost, including delivery and installation.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

Contract Approval – Midco Systems
Ms. Hill-Corley moved and Mr. Mosby seconded that the Board of Trustees approves the contract with Midco Systems for the upgrade of the telephone equipment, voice mail system, and associated software in the amount of $87,371.89.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.

Tentative Tax Levy
Dr. Doyle moved and Ms. Hill-Corley seconded that the Board of Trustees approves the tentative tax levy for 2011.

Upon the call of roll, the vote was as follows:

Ms. Agee  Aye
Dr. Doyle  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Mr. Wiley  Aye
Ms. Snuckel  Aye

The vote being five (5) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.
REPORTS

President’s Report
Dr. Radtke announced that the second Predominantly Black Institutions (PBI) Program grant has now been awarded and will allow for more work in the Science, Technology, Engineering and Mathematics (STEM) area. PSC non-credit programs also were recognized with $360,000 in grant funding from the Illinois Department of Commerce and Economic Opportunity for on-the-job training assistance for unemployed workers in the area.

President Radtke continued that this evening the South Suburban Counselors Association was hosting its annual college fair in the Atrium with over 100 colleges and universities participating in the event.

He added that Ms. Jennifer Stoner, Executive Director of Communications and Marketing, and members of her staff were currently at the National Council for Marketing and Public Relations (NCMPR) conference where Ms. Stoner has been named their “Communicator of the Year.” Vice President Winfree added that the other four awards presented to PSC’s communications and marketing department will be announced at the November Board meeting.

Chair Agee asked Ms. Havighorst to schedule a Budget Workshop with Dr. Radtke and Dr. Robertson for the Board.

President’s Cabinet Monthly Reports
Dr. Atewologun, Ms. Reaves, Dr. Robertson, and Ms. Winfree were available for any questions on their monthly reports.

Student Government Association Report
Student Government Association President James Brown reviewed the report.

FY13 Budget Planning Report
Dr. Radtke explained the challenges associated with planning the upcoming FY13 budget and stated he is glad the trustees are interested in having a workshop to further investigate these issues.

Information Technology Resources Strategic Planning Guide and Project Status Update
Dr. Radtke explained there was a copy of the original plan distributed with the Board packet as well as an update on the project.

Trustee Mosby asked if the College is looking into using cloud computing. Ms. Conatser explained there are a number of ways the College can use cloud computing, including the use of Google Docs. The College is not doing data storage in clouds for security reasons. She continued that companies are developing “secure clouds,” but the College is being very cautious in how it stores institutional documents and student records.

Trustee Mosby asked if the College’s computers have to be upgraded from Windows XP to Windows 7 one at a time. Ms. Conatser replied that Microsoft has set the software up so this is how it must be done. She continued that it will take approximately 1.5 hours per computer and the College will probably have to hire outside help to accomplish this task.

Veterans Center Update
President Radtke pointed out that there is a copy of the invitation to the Veteran's Day Ceremony and Ribbon Cutting for the new Student Veteran's Center which is scheduled for November 9 at the trustees’
places at the table. He continued that the College is getting ready to start working on the center and is looking forward to being able to provide these special services for our student veterans.

Ms. Agee pointed out the services that will be offered to the veterans and Mr. Brown said there would be a presentation of a special plaque to the College from the Veterans Cub and that a local fabricator was donating granite for the plaque.

Trustee Mosby asked if the College received funds to complete this process, and Chair Agee responded that no money was being used. She stated there would be a person in the center working on securing grants on a volunteer basis for now. She stated that all work for the project is being done in house.

Chair Agee asked Mr. Brown to find out if the College can fly a yellow ribbon flag in honor of our student veterans.

Monthly Financial Report
Vice President Robertson reviewed the report.

ITEMS FROM THE BOARD OF TRUSTEES
Schedule for Future Board/College Events
Chair Agee reviewed the upcoming calendar and highlighted the Women’s Workforce event. Mr. Brown said there would be a surprise in the Atrium at 2:30 p.m. on Halloween.

ICCTA/ACCT Report
There was no report.

Prairie State College Foundation Report
Trustee Doyle reported that reservations and prize donations are due for Star Spangled Scholarships, the Foundation’s 11-11-11 fundraiser at Olympia Fields Country Club. We appreciate the support being given by SGA and clubs, Student Review, the Trustees, and so many PSC employees. This is the Foundation’s primary scholarship fundraiser.

The Foundation acknowledged several donations of materials to assist College programs:

- The auto tech program received three used vehicles. Official IRS forms, required for tax deduction, also were prepared for the donors. Two community members stated their donations were motivated by a newspaper press release which highlighted how it would benefit PSC students.

- Community Garden donations were received from Home Depot in Homewood, Clark’s Garden Center in Lynwood, and Ace Hardware in Crete. Many items—including a shed, mulch, fertilizer, 250 stone blocks, a wheelbarrow, and organic potting soil—will assist this worthy learning project.

Table Participant Comments
Ms. Braasch said there was lots of good news. She congratulated Ms. Stoner on her award, stating she does a wonderful job. She also wished congratulations to our wonderful school and all that they do for
the Cancer Support Center and the Walk of Hope. She continued that Professor Jim White does a great job of getting everyone together for this important cause. She said congratulations to the whole group on the audit. She added that she is very happy to finally have an associate dean in the library and is really looking forward to working with him.

Student Trustee Snuckel shared the results of the student survey conducted to determine computer usage. She was happy to report that 81% of students said they had access to computers.

Chair Agee asked if there was a list stating where our computers are for student use. Vice President Winfree said there was not, and Ms. Agee asked if someone would look into getting this information out to our students.

Ms. Conatser said Information Technology Resources is planning on including this information on the website. Ms. Agee said maybe this information could be provided somewhere easily accessible to new students, possibly the student handbook.

Trustee Mosby said he is looking forward to seeing press release about the grants that were recently awarded. He also displayed a marketing piece that another college featured at the ACCT conference. He said he would like to see PSC involved in ACCT on the national level and would like to see Prairie State as a presenter at one of these conferences. Mr. Mosby also said that he took his midterm last week and really appreciates the instruction he is receiving from Professor Andy Schott. He said his class has been as intense as his previous undergraduate experience and that Professor Schott is working hard to prepare students for the rigors of college.

**ADJOURNMENT**

*Ms. Hill-Corley moved and Mr. Wiley seconded that the Board of Trustees adjourn the meeting. All members present voted Aye, and the meeting adjourned at 7:38p.m.*

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Jacqueline J. Agee, Chair

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Cindy Somer, Secretary

Deborah Smith Havighorst, Board Recorder