Ms. Jacqueline Agee, Chair convened the 754th Regular Meeting of the Board of Illinois Community College District No. 515 at 5:10 p.m., Tuesday, September 24, 2013, in the Board Room of the College.

ROLL CALL:

Board Members Present
- Ms. Jacqueline Agee, Chair (arrived at 5:06 p.m.)
- Ms. Brunetta Hill-Corley, Vice Chair
- Ms. Cindy Somer, Secretary
- Ms. Peg Donohue
- Mr. Wendell Mosby (arrived at 5:16 p.m.)
- Mr. Frank Walker

Board Members Absent
- Dr. Kathleen Doyle
- Mr. Marc Wiley

Table Participants Present
- Dr. Terri Winfree, President
- Ms. Nancy Mammosser, Board Recorder
- Ms. Holly Tomchey, Del Galdo Group
- Dr. Marie Hansel, Interim Vice President, Academic Affairs
- Dr. Frank Zeller, Interim Vice President, Finance and Administration
- Mr. John Dallas Jr., Interim Vice President, Community & Economic Development
- Dr. Gregory Thomas, Vice President, Student Affairs and Dean of Students
- Mr. Andy Schott, Faculty Representative
- Ms. Susan Braasch, Support Staff Representative
- Mr. Derrick Brodanex, Student Representative

Administrators Present
- Ms. Diane Conatser, Mr. David Cronan, Mr. James M. Eaton, Ms. Deb Havighorst, Ms. Kristina Howard, Mr. Tim Kosiek, Ms. Jamie Miller, Mr. John P. Murphy, Dr. Debra Prendergast, Dr. Susan R. Solberg, Ms. Jennifer Stoner, Ms. Patty Zuccarello

Faculty Members Present
- Ms. Carol Braun, Ms. Jane Daley, Ms. Dolores Ickis, Ms. Barbara Kelly-Gorbitz, Mr. Ed Schwarz

Staff Members Present
- Ms. Crystal Alston, Ms. Shalana Thompson, Ms. Pat Trost

Other
- Mr. Frank Ickis
ORAL/Written Public Communications
There were none.

INTRODUCTIONS/RECOGNITIONS

“We are Pioneers” Award Presentation
The “We are Pioneers” Award for Caring and Concern, was presented to Ms. Dolores Ickis, Professor and Chair, Dental Hygiene; Ms. Barb Kelly-Gorbitz, Professor, Dental Hygiene; and Dr. Sue Biegel, Supervising Dentist, Dental Hygiene, nominated by Ms. Jennifer Stoner. They were nominated for the services they provided to seven Ukraine orphans. The clinic was open on a day off, and the children received an array of dental services, free of charge. Dr. Sue Biegel was not present to receive the award.

Dr. Winfree noted that the event was a group effort and student translators were also on site at the clinic.

Ms. Donohue asked if the dental hygiene program also provides their services in the community. Ms. Ickis noted that every spring the program works with Garfield Elementary School to provide services to students and educate them on good oral health.

Introduction of New Faculty
Dr. Susan Solberg introduced LaLinda De La Fuente, Assistant Professor, Sociology to the Board.

Introduction of New Administrator
Dr. Winfree introduced Dr. Francis “Frank” Zeller, Interim Vice President, Finance & Administration to the Board.

Ms. Jacqueline Agee arrived at 5:06 p.m.

CONSENT ITEMS

Ms. Somer moved and Ms. Agee seconded that the Board of Trustees approves the following items of consent:

Minutes
That the Board of Trustees approves the Minutes of the Budget Hearing of August 28, 2013; Minutes of the 753rd Regular Meeting of August 28, 2013; and the Minutes of the Executive Session of August 28, 2013, with an immediate release date; as presented.

Appointment of Board Recorder
That the Board of Trustees approves the appointment of Ms. Nancy Mammosser as the Recorder of the Board of Trustees.

Retirement of Professor Thomas L. Michalak
That the Board of Trustees approves the retirement of Professor Thomas L. Michalak effective December 31, 2013.

Bills Payable – FY2014
That the Board of Trustees approves the FY2014 List of Bills Payable for September, as indicated in the enclosure.
Upon the call of roll, the vote was as follows:

Ms. Agee          Aye
Ms. Donohue       Aye
Ms. Hill-Corley   Aye
Ms. Somer         Aye
Mr. Walker        Aye

*The vote being four (4) Ayes, no (0) Nays, one (1) Advisory, the motion carried.*

**ACTION ITEMS**

*Appointment of Controller/Director of Business Services*

Ms. Somer moved and Ms. Hill-Corley seconded that the Board of Trustees approves the appointment of Ms. Marina Kibardina, as Controller/Director of Business Services, effective on September 30, 2013, at a salary of $87,500.

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

Ms. Agee          Aye
Ms. Donohue       Aye
Ms. Hill-Corley   Aye
Ms. Somer         Aye
Mr. Walker        Aye

*The vote being four (4) Ayes, no (0) Nays, one (1) Advisory, the motion carried.*

*Operating Contract Between Prairie State College and Prairie State College Foundation*

Ms. Donohue moved and Ms. Hill-Corley seconded that the Board of Trustees approves the Operating Contract between Prairie State College and the Prairie State College Foundation.

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

Ms. Agee          Aye
Ms. Donohue       Aye
Ms. Hill-Corley   Aye
Ms. Somer         Aye
Mr. Walker        Aye

*The vote being four (4) Ayes, no (0) Nay, one (1) Advisory, the motion carried.*

Mr. Wendell Mosby arrived at 5:16 p.m.

*Schedule for Winter Break*

Ms. Hill-Corley moved and Ms. Agee seconded that the Board of Trustees approves that the College close for winter break beginning Monday, December 23, 2013 and reopen on Thursday, January 2, 2014.

Upon the call of roll, the vote was as follows:
Ms. Agee  Aye
Ms. Donohue  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Ms. Somer  Aye
Mr. Walker  Aye

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

Appointment of Freedom of Information Officer

*Ms. Donohue moved and Ms. Hill-Corley seconded that the Board of Trustees appoints Ms. Jennifer E. Stoner as the Freedom of Information Officer (FOIO).*

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

Ms. Agee  Aye
Ms. Donohue  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Ms. Somer  Aye
Mr. Walker  Aye

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

Adoption – FY2014 Final Budget and the Associated Resolution

*Ms. Hill-Corley moved and Mr. Mosby seconded that the Board of Trustees adopts the FY 2014 Final Budget and the Associated Resolution, as presented.*

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

Ms. Agee  Aye
Ms. Donohue  Aye
Ms. Hill-Corley  Aye
Mr. Mosby  Aye
Ms. Somer  Aye
Mr. Walker  Aye

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

Approval of Joint Service Agreement with ScripSafe International and Increase of Transcript Fee

Dr. Winfree spoke to the updated contract that was given to the Trustees. It was asked that an addendum be added to the contract with ScriptSafe, which stated that the Licensor hold the Licensee harmless. ScripSafe agreed to the changes and Dr. Winfree recommended the contract with this change.

Ms. Agee indicated that she had a concern with the increase in transcript fees. Dr. Winfree indicated that the 24/7 access for students to order transcripts was a huge bonus to them. The service would make the transcript request process more efficient and allow students to get their transcripts in a timelier manner.

Ms. Hill-Corley asked if the service was only for official transcripts. Ms. Jamie Miller indicated that the service was only for official transcripts, but that unofficial transcripts are available to students at any time through web advisor.
Ms. Hill-Corley moved and Ms. Donohue seconded that the Board of Trustees approves the joint service agreement with ScripSafe International and to increase the transcript fee to $7.00.

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

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Walker: Aye

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

Bid Recommendation – Electric Supplier Contract
Dr. Frank Zeller spoke to the contract, stating that it was currently out to bid. The savings will be substantial.

Ms. Donohue asked if this was the first contract. Mr. Tim Kosiek said that it was the third contract. Ms. Donohue noted that she felt it was a great idea to use the South Metropolitan Higher Education Consortium (SMHEC) Energy Committee.

Ms. Hill-Corley asked if the Board was just approving the college to enter into a contract with the lowest bidder at this time, but that the contract will come back to the Board for approval. Dr. Winfree confirmed.

Ms. Donohue moved and Ms. Hill-Corley seconded that the Board of Trustees approves the authorization to enter into a contract with the electrical supplier. The contract will be awarded based on final evaluation by the South Metropolitan Higher Education Consortium (SMHEC) Energy Committee, of which Prairie State College is an active participant. The award will be based on the lowest price available for a one or two year contract. The final decision on an electric supplier will be brought back to the Board of Trustees as an informal piece.

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

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Walker: Aye

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

Purchase Recommendation – Database Migration
Ms. Diane Conatser stated that the purchase of the software will get the college off of the current proprietary operating system, provide better disaster recovery tools, and help the college get out of using outdated equipment.

Mr. Derrick Brodanex asked if the update would change web advisor or D2L. Ms. Conatser said the update would not affect student-related programs and that it would only change those used by college administrators and staff.
Ms. Hill-Corley moved and Ms. Donohue seconded that the Board of Trustees approves the purchase of database software with related installation and support services from Ellucian in the amount of $75,000.

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

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Walker: Aye

Authorized Signatories Required for College Financial Accounts
Ms. Hill-Corley moved and Ms. Agee seconded that the Board of Trustees authorizes the following as signatories for the College’s financial accounts: Dr. Terri L. Winfree, President; Dr. Francis J. Zeller, Treasurer; Mr. James M. Eaton, Controller; and Ms. Marina V. Kibardina, Controller.

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

- Ms. Agee: Aye
- Ms. Donohue: Aye
- Ms. Hill-Corley: Aye
- Mr. Mosby: Aye
- Ms. Somer: Aye
- Mr. Walker: Aye

REPORTS

President’s Report
Dr. Winfree thanked everyone who participated in the Installation. She said it was a wonderful event and she has great memories. It was nice to see not only family and colleagues, but students as well.

Dr. Winfree also referenced the handouts from Athletics regarding future game schedules and the events for Hispanic Heritage Month (September and October).

President’s Cabinet Monthly Reports
Dr. Hansel, Dr. Zeller, Mr. Dallas, and Dr. Thomas were available for any questions on their monthly reports.

Ms. Agee noted that she loved hearing about the faculty awards in Dr. Hansel’s report and would like to hear about any awards our faculty receives in the future. Ms. Agee feels that the Board is somewhat removed from this news, so it was great to hear that we have such qualified faculty on staff.

Ms. Agee asked about upcoming Veteran’s Day events. Dr. Winfree mentioned that an email was sent out to the Board and that she would include the events in her Board Update memo.

Mr. Schott explained the events that will be taking place, including a visit from the Tuskegee Airmen. The main speaker has been secured and more information will be forthcoming. The event schedule will be posted soon.
Ms. Donohue asked if we invited any of the WW2 veterans in our community to these events. Mr. Schott indicated that they have contacted all of the VFWs and American Legions in the area to notify them of the event.

Ms. Agee suggested offering a pick-up and drop-off service to the veterans in attendance, since many of them would like to attend the event, but do not have transportation available to get to campus. Mr. Schott noted the suggestion. Ms. Agee also said that we should recognize any WW2 veterans who have an association with the college.

Dr. Greg Thomas mentioned that there will be an event in the Veteran’s Center where faculty and staff share intimate stories about their parents who served. Ms. Agee suggested that this event be recorded and put on Facebook. She would not be able to attend the event, but would love to hear the stories.

Mr. Schott stated that anyone who has a veteran in the family can bring in a photo of their family member to be framed and displayed at the event for a small donation to benefit veterans.

Ms. Donohue noted that she also enjoyed hearing about faculty that received awards in Dr. Hansel’s report. She also liked the retention alert update in Dr. Zeller’s report.

Tenth Day Report
Dr. Winfree reviewed the Tenth Day Report.

Mr. Mosby stated that he would be interested to see a report after the last drop date and/or the last date of withdrawal. This report does not include the late start or non-credit courses that start after the tenth day.

Monthly Financial Report
Mr. Monty Eaton reviewed the report.

Ms. Donohue asked what percentage we received from the state. Mr. Eaton thought that it was 7%.

Capital Projects Report
Dr. Zeller reviewed the report.

ICCB Program Review Summary Report
Dr. Winfree reviewed the report.

Mr. Mosby said it would be nice for the Board to get an update that isn’t annual. It would be nice to know the end result, if the program was under review, and what happened. He wondered how much the programs that are not producing graduates are costing the college. He would appreciate a follow-up report with recommendations – does not need to be detailed, but show the action taken. This information allows the Board to know how the College is doing as an institution, if it’s staying current with the trends, and to make sure that it does not offer programs that are not producing.

Ms. Donohue noted that she was interested in a workshop to educate the Board on developmental programs/courses, retention, and financials or ICCB information.

Mr. Mosby mentioned that he spoke with his ICCTA and ACCT colleagues about the developmental courses and the fact that they do not transfer.
ITEMS FROM THE BOARD OF TRUSTEES
Schedule for Future Board/College Events
Dr. Winfree reviewed the upcoming calendar.

ICCTA/ACCT Report
Mr. Mosby said that he attended the ICCTA meeting in Springfield. He reported that two action items were approved.

Mr. Mosby and Dr. Winfree attended a workshop presented by Dr. Gary Davis called “How a Community College Trustee Should Lead.” A copy of the handout was given to all trustees.

Mr. Mosby also announced that a state-wide film competition would be rolling out in November and will preview next fall at ShowPlace ICON Theatre in Chicago. The competition would allow students or groups to produce a film about their school. Students will have a chance to win scholarships, film equipment and prizes. The program is currently working on getting corporate sponsors. Ms. Agee commented that it would be fun for PSC to have its own film.

Mr. Mosby has worked with ICCTA on a web platform to keep alumni engaged in their institutions. The web platform is free and ICCTA will be designing the format to send to all colleges. ICCTA used Prairie State College as the demo. A marketing strategy and work plan will be rolled out in November.

Mr. Mosby continued that the ACCT Leadership Congress was taking place next week. There are three (3) trustees from Illinois that are running for positions and emails should be sent soon. There have been no updates on pension reform.

Prairie State College Foundation Report
Invitations will be sent out this week for the upcoming 40th Anniversary Celebration, which will be held at Olympia Fields Country Club on Friday, November 8th. Sponsorship solicitations have been sent to the College vendors and past supporters. The trustees were asked to distribute sponsorship solicitation as they see appropriate, or let Ms. Deborah Havighorst know if there is someone she should contact.

The Foundation’s Table Captain Party will be held at the Olympia Fields Country Club this Thursday evening. Dr. George Streeter, Associate Professor of Humanities, will be the guest speaker. Table captains volunteer to recruit a table of eight for the special event. There are currently nine table captains including: Jacqueline Agee, Marc Wiley, Terri Winfree, Andy Schott, John Dallas, Pat Trost, David Cronan, and Foundation Directors Johanna Manasse and Pat Ormsby. Please contact Ms. Havighorst if you are interested in becoming a table captain.

The Foundation has granted just over $43,000 in scholarships for the fall semester.

Ms. Agee asked if there are more scholarships available to give out to students. Ms. Havighorst indicated that a future memo would be sent out, but more research is necessary.

Ms. Donohue spoke about a funeral that her husband attended, where there were PSC scholarship donation cards. Ms. Havighorst indicated that the person’s husband started a scholarship for home healthcare workers in his late wife’s name and asked that donations be made to the scholarship fund on her behalf. Ms. Donohue thought this was a wonderful idea.
Faculty Report
Mr. Schott noted that there were a large number of students who registered late and did not have their financial aid paperwork completed, so these students were unable to purchase books for their classes. Dr. Thomas and the Foundation were instrumental in getting books into the hands of students. Mr. Schott commented that this was the quickest turnaround he had seen.

Mr. Schott thanked Dr. Winfree for putting together the town hall/briefing meeting.

Mr. Schott explained that Ms. Maureen Grady, Professor of Nursing, participates as a nurse with the Honor Flight Network. The Honor Flight Network is a non-profit organization created solely to honor America’s veterans for all their sacrifices. The organization transports veterans to Washington D.C. to visit and reflect at their memorials. It was suggested that students, staff, and the Board send thank you notes to include in veteran care packages. Mr. Schott will send detailed information to Dr. Winfree.

Mr. Mosby indicated that he would like to involve his afterschool program in writing the thank you notes.

Ms. Agee asked for a list of the names of the veterans that do not have family.

Mr. Mosby left the meeting at 6:10 p.m.

Mr. Mosby returned at 6:12 p.m.

Support Staff Report
Ms. Braasch noted that she appreciated the open door policy that has been promoted by Dr. Winfree. There has been a change in the atmosphere of the college and people are happy.

Ms. Agee responded that if there was anything the Board could do to continue the positive atmosphere to let her know.

Property Tax Exemption Requests
Ms. Agee reviewed the requests.

Dr. Winfree noted the book that was handed out to the trustees by Dr. Hansel, The Omnivore’s Dilemma by Michael Pollan.

EXECUTIVE SESSION
Ms. Hill-Corley moved and Ms. Agee seconded that the Board of Trustees go into Executive Session for “litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

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

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<th>Name</th>
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<tr>
<td>Ms. Agee</td>
<td>Aye</td>
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<tr>
<td>Ms. Donohue</td>
<td>Aye</td>
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<tr>
<td>Ms. Hill-Corley</td>
<td>Aye</td>
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<tr>
<td>Mr. Mosby</td>
<td>Aye</td>
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<td>Ms. Somer</td>
<td>Aye</td>
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<td>Mr. Walker</td>
<td>Aye</td>
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RETURN TO OPEN SESSION
Ms. Hill-Corley moved and Mr. Mosby seconded the return to open session at 7:41 p.m. All members voted Aye, and the motion carried.

ADJOURNMENT
Ms. Hill-Corley moved and Mr. Mosby seconded that the Board of Trustees adjourn the meeting. All members present voted Aye, and the meeting adjourned at 7:43 p.m.

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Jacqueline J. Agee, Chair

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Cindy Somer, Secretary

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Nancy Mammosser, Board Recorder