MEMO TO: Faculty & Staff
FROM: James C. Underwood, President
DATE: November 16, 2007
SUBJECT: NOVEMBER BOARD UPDATE

The Kaskaskia College Board of Trustees met on Thursday, November 15, 2007 at 7:00 p.m. in the Board Room.

Visitor
Dr. Mary Sullivan, Director of Southern Illinois Collegiate Common Market, attended the Board meeting and gave a PowerPoint presentation regarding instructional programs offered by SICCM. Programs offered are Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, Surgical Technology and Veterinary Technology programs. These programs have 100% placement.

Educational Report
Educational Reports included the following:
• An AQIP Update was prepared by Nancy Kinsey and presented to the Board by Dean Kellie Henegar.
• Vice President Tim Hood reported on the progress of new certificate programs in Coal Mining Technology and Medical Terminology.
• Education Center expansion plans in Salem were reported. Mr. Hood reported that larger rooms, more floor space and parking spaces are needed.

Business
• The Amendment to the Centralia Area Enterprise Zone was not approved.
• The Board approved Employment for the following positions:
  o Assistant Professor of Nursing (Vandalia)—Lisa Motch
  o Director of Institutional Advancement—Charles W. Stewart
  o Dean of Corporate Training/Continuing Education—Tonya Odum
  o Coordinator of Accounts Receivable—Nancy Mattson
  o The reclassification of the Vandalia Education Center Coordinator position was changed to Director of Vandalia Center.
• A new position, Programmer/Analyst, in the Computer Information Services Department was approved.
• Renewal of Liability & Worker’s Compensation Insurance was approved.
• The Board approved a tax increase of 5% for FY 2008-09 for Calendar Year 2007.
• The Board approved purchase of the following items:
  o A semi-tractor for the Truck Driving program. The purchase of a trailer for the program will be re-bid.
  o The purchase of an autoclave, microscopes and office furniture was approved for the Vandalia Education Center.
  o The Board approved the donation of task stools and task chairs from Office Products Center.
• The Board reviewed the updates on the Independent Study Policy & Procedure. Final approval will be requested at the December meeting.
• The following Policies & Procedures received final approval:
  o Adjunct Faculty Pay for Former Employees of Kaskaskia College.
  o Donation of Paid Leave Days for Sports & Wellness Project Major Gifts Campaign
  o Grading System Policy
• Revised Lab Fees were reviewed by the Board and approval will be requested on the December Agenda.

**Future Events**
November 16, PTK Induction, 7:00 p.m., Auditorium
November 21, Fall Holiday (Campus Closed)
November 22-23, Thanksgiving Holiday
November 27, Education Banquet
November 28, SCIGA Meeting, 5:00 p.m.
November 29, Spirit Rally
November 30-December 2, KC Student Theatre Guild Play - “Heaven Can Wait”