**SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET (SICCM)**

**BOARD OF DIRECTORS**

**BOARD MEETING**

**Minutes**

**April 3, 2019 SICCM Conference Room**

**Call to Order:** Chairman Brad Colwell called the SICCM Board Meeting to order at 10:05am in the SICCM Conference Room.

**Roll Call:** Those present were:

Brad Colwell, SIU Edwardsville

Peggy Bradford, Shawnee Community College

Ron House, John A. Logan College

Brian Chapman, SIU Carbondale

**Absent:**

Others Present:

Pam Gibbs, SICCM

Kimberly Walker, Guest, Kemper CPA Group

Kathy Lively, Guest, Man-Tra-Con Corporation

**Comments from**

**the Public:**  Kathy Lively Executive Director of Man-Tra-Con Corporation (entered meeting at 10:07am/exited 10:19am), informed the Board that they would be looking for space to house both Man-Tra-Con Corporation and The Greater Egypt Regional Planning and Development Commission in approximately one year. Kathy wanted SICCM to be aware of this in case we had available space in the future.

**Approval of**

**Minutes:** Interim Director Gibbs recommended approving the Board meeting minutes of the October 2, 2018 meeting. Brian Chapman made a motion to approve the minutes; seconded by Peggy Bradford. On a roll call vote, all voted yes.

**CFO Report:**

Interim Director/CFO Gibbs provided financial reports which were reviewed by the Board.

**Interim Executive Director Report:**

Interim Director Gibbs provided updates on the following items:

* SICCM Allied Health programs will be re-accredited in FY20 and FY21.
* The Surgical Technology Program will be transitioning to a two year program.
* Status of FY 2020 enrollment.
* Vendor Contracts.
* FY19 and FY20 Grants and Affiliation Agreement with SIUC.

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**Interim Executive Director Report (Continued):**

* SICCM Membership.
* Property Adjacent to SICCM.
* Next SICCM Board Meeting is May 28, 2019.

**Old Business:**

None

**New Business:**

1. **FY18 SICCM Fiscal Audit**

Kimberly Walker of Kemper CPA Group (entered the meeting at 10:21am/exited meeting at 10:36am.) reviewed and discussed the FY18 Annual Audit. Ron House made a motion to accept the FY18 Fiscal Audit; seconded by Brian Chapman. On a roll call vote, all voted yes.

1. **FY19 – FY21 Audit Engagement Letter**

The Board reviewed the Kemper CPA Group Engagement letter for a three year period including Fiscal Year’s 2019, 2020, and 2021. Brian Chapman made a motion to approve the Audit Engagement Letter; seconded by Ron House. On a roll call vote, all voted yes.

1. **Resignations**

Brian Chapman made a motion to ratify the resignations as submitted including items A (T. McDaniel), B (T. Norris), and C (P. Hall); seconded by Peggy Bradford.

1. **Employment**

Brian Chapman made a motion to ratify the employment of staff as submitted including items A (T. Meyers), B (A.Wright), and C (V. Sadowski); seconded by Ron House.

1. **Financial Process Changes FY19**

Ron House made a motion to ratify the change to one signature on all checks due to resignation of staff, effective February 1, 2019; seconded by Peggy Bradford.

1. **FY20 SICCM Budget**

Interim Director Gibbs presented the FY 20 budget for review and vote at the May meeting.

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**Executive Session:** The Board did not go into Executive Session

**Adjournment:** The next regularly scheduled Board meeting is scheduled for May 28, 2019, SICCM conference room, 10:00am.

There being no more business, a motion was made by Ron House to adjourn the meeting; seconded by Brian Chapman. The motion was unanimously approved. Meeting was adjourned at 12:01pm.

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Chairman – Dr. Brad Colwell

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Secretary – Pam Gibbs