

**SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET (SICCM)  
BOARD OF DIRECTORS – MONTHLY BOARD MEETING  
Meeting Minutes  
April 17, 2023 @ SICCM Office**

**Call to Order:** Chairman Brad Colwell called the SICCM Board Meeting to order at 1:04pm.

**Roll Call:** Brad Colwell, SIU Edwardsville  
Kirk Overstreet, John A. Logan College  
Tim Taylor, Shawnee Community College  
Cecil Smith (Proxy for Austin Lane), SIU Carbondale (absent)

**Others Present:** Alisha Newton, SICCM  
Aaron Wright, SICCM  
Vincent Sadowski, SICCM  
Jean Ellen Boyd, Consultant  
Brad McCormick, Consultant (absent)

**Comments from the Public:**

- None

**Financial Reports:**

- SICCM cash account history statement as of 3/31/2023, including all program and grant accounts, was given to the Board for review.
- Executive Secretary/Bookkeeper gave update concerning the FY2023 DCFS monthly billing payments. Payments are now arriving, with several being deposited into the bank account in March 2023.

**Consent Items:**

- Motion made by Dr. Taylor to approve the February 13, 2023 Meeting Minutes; motion seconded by Dr. Overstreet. Motion passed.
- Motion made by Dr. Taylor to approve the March 20, 2023 Meeting Minutes; motion seconded by Dr. Overstreet. Motion passed.

## Discussion Items:

- Progress Update and Consultants Reports were given by Jean Ellen Boyd as follows:
  - Employment:
    - Recommendation to post jobs for programs Fall of 2023. Dr. Taylor stated that was the intention of SCC. Dr. Overstreet stated that Melanie Pecord at JALC would address this at the meeting with Jean Ellen on 4/20/23.
    - Jean Ellen is working to gather employee hiring packet information from colleges so staff can prepare for the application process.
    - Surgical Technology Program will be looking to hire a part-time Lab Instructor for 2023 summer semester as the current part-time instructors have given verbal resignation. Dr. Overstreet recommended following SICCM's past practice on hiring for this position.
    - Report to Board concerning current full-time staff salary ranges.
  - Curriculum/Programs:
    - Upon discussion with program directors, low enrollment numbers are reflective of a lack of recruitment and marketing.
    - Jean Ellen is meeting with all first year students to address any questions and concerns surrounding the transition.
    - Occupational Therapy Assistant Program is on track at Shawnee Community College for June submission according to the update received from Amanda Hannan.
    - Jean Ellen asked Dr. Taylor and Dr. Overstreet if HLC has been notified. Dr. Overstreet stated they have not, but the colleges are working on it. No teach out required and nothing SICCM needs to do.

- Constituent Meetings:
  - Jean Ellen has a meeting scheduled with Melanie Pecord at JALC on Thursday, April 20, 2023.
  - Jean Ellen has a meeting scheduled with the Director at Mantracon.
  
- Consultants intend to have more detail to report by the May 15, 2023 Board Meeting. Brad McCormick will be in attendance at this meeting.
  
- Dr. Taylor requested that consultants prepare the FY2024 Budget proposal for review at the May 15, 2023 Board Meeting.
  
- Dr. Taylor discussed the hiring of additional grant staff. Dr. Overstreet has no issue with hiring now, but recommended hiring based on a one-year contract (same time frame as grant contract). Jean Ellen stated she would get with grant staff and reach out to the DHS granting agency.
  
- Security Software Estimate from SINC. Dr. Taylor recommended connecting Brad McCormick with Dave Mack at SINC to discuss this estimate. Dr. Taylor requested the cyber security insurance coverage information be given to Mr. McCormick also.

**Executive Session:**

Dr. Taylor made a motion to go into Executive Session pursuant to Section 2(c)(3) of the Open Meetings Act; seconded Dr. Overstreet. On a roll call vote, all voted yes. The Board went into Executive Session at 1:45 pm.

**Open Session:**

Dr. Taylor made a motion to reopen the public meeting; seconded by Dr. Overstreet. On a roll call vote, all voted yes. The meeting was reopened at 2:01 pm. No action was taken.

**Announcements/Information**

- Next SICCM Board Meeting is scheduled for May 15, 2023 at 1:00pm at the SICCM Office.

## Adjournment

- Dr. Overstreet made motion to adjourn meeting; motion seconded by Dr. Taylor. Motion passed. Meeting adjourned at 2:07pm.

*Brad Colwell*

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Dr. Brad Colwell, Board Chairman

*Alisha Newton*

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Alisha Newton, Secretary (proxy for Pam Gibbs)