



**BOARD OF TRUSTEES  
Community College District No. 522  
Marsh Conference Room  
Belleville Campus**

**July 15, 2020  
5:30 p.m.**

**AGENDA**

- I. CALL TO ORDER BY CHAIRMAN**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL BY SECRETARY**
- IV. PRESENTATION OF FULL-TIME FACULTY MEMBER OF THE YEAR AWARD**
- V. PRESENTATION OF PART-TIME FACULTY MEMBER OF THE YEAR AWARD**
- VI. PUBLIC COMMENTS**
- VII. CONSIDERATION OF APPROVAL OF ITEMS ON THE CONSENT AGENDA**
- VIII. APPROVAL OF MINUTES**
  - A. Special Board Meeting of June 17, 2020**
  - B. Executive Session of Special Board Meeting of June 17, 2020**
  - C. Regular Board Meeting of June 17, 2020**

## **IX. APPROVAL OF BILLS**

Education Fund	\$2,693,598.41
Operations & Maintenance Fund	125,921.34
Operations & Maint Fund-Rest	20,751.30
Bond & Interest Fund	300.00
Restricted Purposes Fund	245,058.57
Trust & Agency Fund	8,271.19
Liability, Protection & Settlement Fund	15,736.86
 Grand Total All Funds:	 \$3,109,637.67

## **■ X. PLANNING AND POLICY COMMITTEE REPORT**

### **A. ADOPTION OF PROPOSED AMENDMENTS TO BOARD POLICIES 2001 AND 3030**

1. Consideration of the recommendation to adopt proposed amendments to Board Policy 2001, Board of Trustees Bylaws, and Board Policy 3030, College President/Position Description and Annual Evaluation.

## **■ XI. FACILITIES AND FINANCE COMMITTEE REPORT**

### **A. PURCHASE**

1. Consideration of the recommendation to award the purchase of an ALEX Pro Patient Simulator to Simulaids, Saugerties, NY in the amount of \$32,290.00.

### **B. ADVERTISING CONTRACTS**

1. Consideration of the recommendation to approve renewal contract agreement with DDI Media, St. Louis, MO at \$3,000 per month for the period July 6, 2020 through January 5, 2021 for billboard advertising.
2. Consideration of the recommendation to ratify contract agreement with Hubbard Interactive, St. Louis, MO in the amount of \$23,820 for the period July 7, 2020 through August 18, 2020 for radio advertising.

### **C. BUILDING AUTOMATION SYSTEM REPLACEMENT PROJECT**

1. Consideration of the recommendation to approve budget increase of \$500,000 for the Building Automation System Replacement Project utilizing existing Protection, Health, Safety funds.

### **D. PERMANENT OPERATING TRANSFERS**

1. Consideration of the recommendation to approve by title only Resolution Authorizing Permanent Operating Transfers of Funds.

2. Consideration of the recommendation to adopt Resolution Authorizing Permanent Operating Transfers of Funds.

**E. PSOP CONSULTING ENGAGEMENT REPORT**

1. Consideration of the recommendation to accept the PSOP Consulting Engagement Report prepared by CliftonLarsonAllen and their recommendation to consolidate the business operations and accounting for the PSOP program into the framework and location of the Business Office at the District's main office.

■ **XII. PERSONNEL, PROGRAMS, AND SERVICES COMMITTEE REPORT**

**A. GRANT**

1. Consideration of the recommendation to accept a grant award.

**B. AGREEMENTS**

1. Consideration of the recommendation to approve agreements.

**C. REVISED 2020-2021 ACADEMIC CALENDAR**

1. Consideration of the recommendation to approve revised 2020-2021 academic calendar.

**D. 2020 SPRING SEMESTER GRADUATES**

1. Consideration of the recommendation to approve the 2020 Spring semester graduates.

**E. COURSE FEES**

1. Consideration of the recommendation to approve course fees for Practical Nursing program.

**F. RESIGNATION**

1. Consideration of the recommendation to accept the resignation of Nathan Dorsch, full-time Custodian at the Belleville Campus, effective May 21, 2020.

**G. RETIREMENT NOTIFICATIONS**

1. Consideration of the recommendation to accept the retirement notification of Michelle L. Boice (Birk), Dean of Student Services, effective close of business May 31, 2020.
2. Consideration of the recommendation to accept the retirement notification of Penny Watson, Reception Area Specialist in the Student Services Division, effective close of business June 25, 2020.

3. **Consideration of the recommendation to accept the retirement notification of Gary Gruenert, Physical Plant Supervisor at the Sam Wolf Granite City Campus, effective close of business June 30, 2021.**
4. **Consideration of the recommendation to accept the retirement notification of Michael Liefer, full-time Building Services Worker at the Red Bud Campus, effective close of business August 31, 2020.**

#### **H. APPOINTMENTS**

1. **Consideration of the recommendation to appoint three part-time grant-funded SWICEE positions of ATS Driver at an hourly rate of \$12.79 based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule for up to 28 hours per week effective August 3, 2020 and subject to the continued receipt of external funding.**

#### **I. AUTHORIZATION TO HIRE**

1. **Consideration of the recommendation to hire part-time faculty for the Fall 2020 semester at a salary based on educational attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:**

##### **Math and Sciences**

**Wesley Schooley, Math Instructor**

##### **Technical Education**

**Dr. Robert Kaps, Aviation Management (start date 8/10/20)**

**Nicholas Weatherly, Industrial Technology (start date 8/10/20)**

2. **Consideration of the recommendation to hire part-time faculty for Remedial Studies - English as a Second Language (to include additional duties paid at the rate of \$25/hr) for the Fall 2020 semester at a salary based on educational attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:**

##### **Adult Education**

**Natalie Casey (start date 8/03/20)**

3. **Consideration of the recommendation to hire a sufficient number of student workers to assist with staffing needs in the following departments for the 2020-2021 fiscal year funded by Federal Work Study funds:**

##### **Adult Education**

**Arts and Humanities**

**Business**

**Health Sciences and Homeland Security**

**Math and Sciences**

**Technical Education**

**J. COVID-19 STAFFING RESOURCES**

1. Consideration of the recommendation to assign Danielle Chambers to the role of COVID-19 Planning Coordinator effective July 1, 2020 with a \$1,500 monthly stipend.
2. Consideration of the recommendation to approve Federal Work Study, Regular Work Study Student Workers, and part-time personnel (PTNU) to assist with sanitation and COVID-19 efforts.

**K. RETITLED AND RESTRUCTURED FULL-TIME ADMINISTRATIVE POSITION**

1. Consideration of the recommendation to appoint Mary Ruettggers to the retitled and restructured full-time administrative position of Dean of Arts and Sciences at an annual salary of \$125,000, salary grade 9, effective fiscal year 2021 and subject to the provisions of the Personnel Procedures for Administrators.

**L. REQUEST TO CREATE AND TO ADVERTISE**

1. Consideration of the recommendation to create and to advertise the full-time administrative position of Associate Dean of Arts and Sciences at salary grade 7 per the Administrator pay scale.
2. Consideration of the recommendation to create and to advertise up to three full-time administrative positions of Academic Advisor at salary grade 1 per the Administrator pay scale.
3. Consideration of the recommendation to create and to advertise the full-time administrative position of Assistant Athletic Director, Head Baseball Coach at salary grade 3 per the Administrator pay scale.
4. Consideration of the recommendation to create and to advertise the full-time administrative position of Athletic Facility & Safety Coordinator, Women's Soccer Coach at salary grade 2 per the Administrator pay scale.
5. Consideration of the recommendation to create and to advertise the part-time position of Head eSports Coach.

**M. FY21 PART-TIME COACHING CONTRACT - INTERIM HEAD BASEBALL COACH**

1. Consideration of the recommendation to approve the Interim Head Baseball Coach part-time coaching contract for FY21 effective July 16, 2020 at an annualized stipend of \$7,700 subject to proration to David Garcia.

**N. COLLEGE INCLUSION AMBASSADOR PROGRAM**

1. Consideration of the recommendation to create and to advertise a full-time administrative position of College Inclusion Ambassador Coordinator at salary grade 2 per the Administrator pay scale.

2. **Consideration of the recommendation to create and to advertise up to eight part-time College Inclusion Ambassadors.**
3. **Consideration of the recommendation to appoint Sonny Wilson as an interim administrator in the full-time administrative position of College Inclusion Ambassador Coordinator at an annual salary of \$45,000 effective July 16, 2020 and subject to the provisions of the Personnel Procedures for Administrators.**

**O. CAN YOU IMAGINE/A DAY OF SERVICE COMMITTED TO INCLUSION AND DIVERSITY**

1. **Consideration of the recommendation to approve the promotion of inclusion and diversity through awarding employees one “Imagine Day” per fiscal year in accordance with the Volunteer Time Off Program to recognize the Juneteenth holiday and to demonstrate the importance of respecting, supporting and extending understanding to one another through commitment to service. *(2020 Juneteenth Message from President Mance)***

**P. VOLUNTARY SEPARATION INCENTIVE PROGRAM TO INCLUDE A SPECIAL RETIREMENT INCENTIVE PLAN**

1. **Consideration of the recommendation to approve the FY2021 Voluntary Separation Incentive Program with provisions for a Special Retirement Incentive Plan, subject to final review, due to COVID-19 and associated budgetary implications.**
2. **Consideration of the recommendation to approve the FY2021 Voluntary Separation Incentive Program with provisions for a separation incentive for employees ineligible for retirement, subject to final review, due to COVID-19 and associated budgetary implications.**

**Q. RATIFICATION OF PART-TIME PERSONNEL ACTIONS FOR JUNE 2020**

1. **Consideration of the recommendation to ratify the part-time and temporary faculty and staff actions for June 2020 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff.**

Board Information: There are a total of four newly-hired employees; one person of interest; and four terminations on the June 2020 report.

**XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL (5 ILCS 120/2(c)(1)); COLLECTIVE BARGAINING (5 ILCS 120/2(c)(2)); AND/OR LITIGATION (5 ILCS 120/2(c)(11))**

**XIV. POSSIBLE ACTION/S TAKEN AS A RESULT OF EXECUTIVE SESSION**

**XV. REPORTS**

**A. PRESIDENT**

**B. ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

**C. BOARD ATTORNEY**

**XVI. MISCELLANEOUS**

**XVII. ADJOURNMENT**