

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
October 7, 2019
5:00 p.m.

Committee members present:	Robert G. Morton, Chairman John Blomenkamp
Committee member absent:	Eugene Verdu
Trustees present:	Steve Campo Nick Raftopoulos (arrived at 5:15p) Richard Roehrkasse
Administrators present:	Nick J. Mance Linda Andres Anna Moyer Staci Oliver Missy Roche Robert Tebbe Bernie Ysursa Brad Sparks
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:00 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the September 16, 2019 meeting and the Executive Session of September 16, 2019 as presented. The motion carried.

GRANTS

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the following grants:

- ratification of the Adult Education and Literacy grant through the Illinois Community College Board in the amount of \$1,251,550 for the period July 1, 2019 through June 30, 2020 to provide adult education and family literacy services;
- new Workforce Equity Initiative grant from the Illinois Community College Board in the amount of \$1,400,000 for the period September 18, 2019 through September 17, 2020 to increase minority enrollment, completion and employment in targeted training programs in the East St. Louis area and surrounding communities;

- continuation of the Caregiver Counseling grant from AgeSmart Community Resources in the amount of \$36,000 for the period October 1, 2019 through September 30, 2020 to assist in providing individual counseling, group support and information/referral, targeting caregivers of seniors age 60 and older; and
- renewal of the Illinois Arts Council Agency grant in the amount of \$4,000 for the period October 1, 2019 through March 15, 2020 to support the Poetry Out Loud project for schools in the SWIC district.

The motion carried. (These items will appear on the consent agenda.)

AGREEMENTS

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the following agreements:

- new agreement between Thomas H. Boyd Memorial Hospital, Carrollton, IL and Southwestern Illinois College, District #522 to allow Health Science students (Medical Laboratory Technology) to participate in clinical experience;
- renewal agreement between Christian Hospital Northeast-Northwest and Southwestern Illinois College, District #522 to allow Health Science students (Physical Therapist Assistant program) to participate in clinical experience;
- renewal agreement between the Rehabilitation Institute of St. Louis, L.L.C. and Southwestern Illinois College, District #522 to allow Health Science students (Physical Therapist Assistant program) to participate in clinical experience;
- renewal agreement between Community Link Metro and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- renewal agreement between Discovery Youth Center and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between La Petite Academy and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Riverbend Head Start & Family Services, Collinsville, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Riverbend Head Start & Family Services, Granite City, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;

- renewal agreement between TLC Child Enrichment Center, Smithton, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC; and
- renewal Memorandum of Understanding between Belleville AmeriCorps and Southwestern Illinois College, District #522 for Project Year 2019/2020.

The motion carried. (These items will appear on the consent agenda.)

GIFTS TO THE COLLEGE

Chief Administrative Services Officer Bernie Ysursa presented gifts of one skid of aluminum, one Fanuc robot, and one skid of tool steel to the Technical Education Division, and large capacity binders to Adult Education.

Mr. Blomenkamp moved, seconded by Mr. Morton, to accept the gifts to the college. The motion carried. (This item will appear on the consent agenda.)

STUDENT SERVICES UPDATE

Executive Director of Enrollment Services and Institutional Planning Bob Tebbe submitted the following report.

Student Outreach Projects/Events

- Student Accounts and Financial Aid continue to contact students regarding Fall 2019 balances to establish payment arrangements.
- Academic Advisors reached out to second time Financial Aid Appeal Students approved Fall 2019 to discuss their concerns, goals, progress thus far this semester, and to make sure they are aware of available resources.
- Student Services has created an operational calendar on InfoShare accessible to all areas including Financial Aid, Student Accounts, and Enrollment Services.
- The Student Services team is offering training workshops to cover a variety of topics within our areas to allow staff to learn about processes within each area.
- Academic Advising hosted 17 college/university representatives to meet with our transfer student population.

Financial Aid Update

Fall financial aid disbursements began September 17 and student refund checks were issued September 27. The 2020-2021 FAFSA opened October 1, 2019. To prepare students we held outreach events by visiting high schools, SWIC classes, and set up informational tables. The goal is to reach all district high schools. Executive Director Tebbe noted that PALS (Personal Advocate Linking Services) has been doing a really good job.

Enrollment Service

Enrollment Services has finalized dual credit registrations for Fall 2019.

Academic Advising Update

- Designated Academic Advisor met with Red Bud Advantage (Block Schedule Students) every Tuesday and Wednesday during month of September to mentor students and monitor progress.

- Advisors engaged in professional development opportunities by attending Annual SIUE Statewide Articulation Conference, and SIUE and SIUC Community College Conferences.
- Advising appointments have started for priority enrollment groups such as Running Start, Athletes, and Military Personnel.

Trustee Campo inquired about federal Pell grants and asked if anything could be done to break the cycle of students receiving their money and then running. Mr. Tebbe stated staff has that discussion every year to make improvements. Mr. Campo asked about enrollment. Mr. Tebbe reported that last week we saw an increase in students and as of this morning we were down five students. He is confident to say enrollment is even and stabilized. Our focus needs to be on Spring 2020.

ACADEMIC CALENDARS

Dean of Technical Education Brad Sparks presented the following academic calendars and requested approval:

- 2020-2021 Academic Calendar
- 2021-2022 Academic Calendar (initial approval)
- 2020-2021 Academic Calendar for Adult Education
- 2020-2021 Academic Calendar for Aviation Maintenance Technology

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the academic calendars as presented. The motion carried. (These items will appear on the consent agenda.)

RESIGNATION

Dean Sparks presented the resignation of Aysha Flowers, Adult Education Early School Leaver Coordinator for St. Clair County, effective close of business October 3, 2019.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Aysha Flowers as presented. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

Chief Administrative Services Officer Bernie Ysursa presented the following three appointment recommendations for the part-time grant-funded SWIC EE position of ATS Driver effective November 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week and subject to the continued receipt of external funding. The appointments are also contingent upon clear background, clear MVR, DOT physical, and DOT drug test:

- Alfred Fox
- Delbert Shipp
- Malina Williams

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint the above-named individuals to the positions as presented. The motion carried. (These items will appear on the consent agenda.)

Mr. Ysursa presented the following appointment recommendations for the two part-time grant-funded SWIC EE position of ATS Reservationist effective November 1, 2019 at an hourly rate of \$10.58 for up to 28 hours per week and subject to the continued receipt of external funding:

Yolanda Halfhill
Casey Villanueva

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint the above-named individuals to the positions as presented. The motion carried. (These items will appear on the consent agenda.)

Mr. Ysursa presented the appointment recommendation of Susan James to the part-time Custodian position at the Sam Wolf Granite City Campus effective November 1, 2019 at an hourly rate of \$12.88, Local 148, AFL-CIO.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Susan James to the part-time Custodian position at the Sam Wolf Granite City Campus effective November 1, 2019 at an hourly rate of \$12.88, Local 148, AFL-CIO. The motion carried. (This item will appear on the consent agenda.)

Chief Human Resources and Operations Officer Anna Moyer presented the appointment recommendation of Mereadith Shivers to the full-time, grant-funded administrative position of Assistant Director of Adult Education effective November 1, 2019 at an annual salary of \$59,000, Salary Grade 3, subject to the Personnel Procedures for Administrators and contingent upon the continued receipt of external funding.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Mereadith Shivers to the full-time, grant-funded administrative position of Assistant Director of Adult Education effective November 1, 2019 at an annual salary of \$59,000, Salary Grade 3 as presented. The motion carried. (This item will appear on the consent agenda.)

Chief Human Resources and Operations Officer (CHROO) Moyer presented the appointment recommendation of Candy Buechler to the full-time administrative position of HR Generalist effective October 17, 2019 at an annual salary of \$55,000, Salary Grade 3, and subject to the Personnel Procedures for Administrators.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Candy Buechler to the full-time administrative position of HR Generalist as presented. The motion carried. (This item will appear on the consent agenda.)

CHROO Anna Moyer presented the appointment recommendation of Lori Obernuefemann to the retitled and restructured full-time administrative position of Payroll Assistant effective November 1, 2019 at an annual salary of \$35,000, Salary Grade 1, and subject to the provisions of the Personnel Procedures for Administrators.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Lori Obernuefemann to the retitled and restructured full-time administrative position of Payroll Assistant as presented. The motion carried. (This item will appear on the consent agenda.)

CHROO Moyer presented a request to transfer Lisa Roth from PTEC-096 (Video Conferencing Specialist) to PTEC-009 (Learning Resources Specialist) effective November 1, 2019 at the same rate of pay (\$15.89) in accordance with Article 6.D., page 8 of the SWIC EE CBA and with consent of the incumbent bargaining unit member. This position was reassigned from the Business Division to the Testing Center over 18 months ago as a result of limited video conference responsibilities directly related to Business Division class offerings. Since reassignment the position has been completing the tasks for PTEC 096 as well as all assigned Testing Center responsibilities, and the job description for Learning Resources Specialist is a better match for this position's duties.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees transfer Lisa Roth from PTEC-096 to PTEC-009 as presented. The motion carried. (This item will appear on the consent agenda.)

SCHMIDT ART CENTER INTERIM STAFFING PLAN

Anna Moyer presented the interim staffing plan for the Schmidt Art Center.

The Schmidt Art Center Curator role was vacated September 7, 2019, at which time a review of facility usage, events, and operational needs was conducted. In order to continue operations and planned exhibitions, and offer both educational and public services, an interim staffing plan was developed utilizing a combination of internal talent to provide a seamless transition to maintain service and the presence of the Schmidt Art Center, both internally and externally.

Components of the interim staffing plan are:

assign Paula Haniszewski to the role of Interim Curator effective September 9, 2019 with a \$3,500 monthly stipend;

assign Kelsey Huelsmann to the role of Interim Schmidt Art Center Office Manager effective September 23, 2019 with a \$2,500 monthly stipend; and

approve Federal Work Study and Regular Work Study Student Workers to assist with art exhibitions and Schmidt Art Center needs for the Fall 2019 and Spring 2020 semesters.

Trustee Campo stated the Board of Trustees authorized advertisement of the Curator position and asked where we are in the process. The vacancy announcement is posted on the college website and applications are being accepted. Preliminary discussions to relocate the Foundation to the Schmidt over time have also taken place.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the interim staffing plan for the Schmidt Art Center. The motion carried. (This item will appear on the consent agenda.)

REQUEST TO CREATE AND TO ADVERTISE

Dean Sparks requested authorization to create and to advertise the full-time, grant-funded SWIC EE position of Education to Careers Coordinator at salary grade 7 and contingent upon the continued receipt of external funding. SWIC Adult Education is seeking full-time status of this position in accordance with the guidelines of the Early School Leaver Program grant awarded by ICCB. This position will be primarily located at the East St. Louis Higher Education Center and will require regular travel.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees authorize the creation and advertisement of the Education to Careers Coordinator position as presented. The motion carried. (This item will appear on the consent agenda.)

REQUESTS TO HIRE

The following requests to hire were presented:

Chief Student & Community Development Officer Staci Oliver presented a request to hire Tatyanna Winters as a part-time tutor in the Belleville AmeriCorps program for the 2019-2020 program year;

Dean Brad Sparks presented a request to hire Joshua Saunders as a part-time Engineering instructor in the Math and Sciences Division for the Spring 2020 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty;

Dean Sparks presented a request to hire Ashley Reeves as a part-time Nurse Assistant instructor in the Health Sciences and Homeland Security Division for the Spring 2020 semester at an hourly rate of \$41.73 and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty; and

Dean Sparks presented a request to hire Holly Higgenbotham as a part-time, non-union LACE Assistant for Radiologic Technology at an hourly rate of \$20.37 for the Fall 2019 semester.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the requests to hire as presented. The motion carried. (These items will appear on the consent agenda.)

REQUEST TO GRANT PROFESSOR EMERITUS STATUS

Executive Director Moyer presented a request to grant professor emeritus status to Robert Beckett, Aviation Maintenance. Mr. Beckett retired from teaching as a full-time faculty member in the Aviation Maintenance program effective July 1, 2019. He also served as a Coordinator for the program. The current Coordinator/Faculty member will be on paternity leave, and to ensure continuation of service and to uphold the program integrity, it was requested to rehire Robert Beckett effective November 12, 2019 at an hourly rate in accordance with Article 21 of the full-time faculty Memorandum of Understanding and subject to review and reapplication for continuation and/or rehire prior to November 11, 2020 in accordance with Board Policy 3005.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees grant professor emeritus status to Robert Beckett, Aviation Maintenance, and to rehire as presented. The motion carried. (This item will appear on the consent agenda.)

TENTATIVE ELIGIBILITY HIRING LIST FOR FULL-TIME COMMISSIONED OFFICERS

CASO Ysursa presented a request to approve the tentative hiring eligibility list for full-time Commissioned Public Safety Officers. The tentative eligibility list will be valid for three months from the date of ratification by the Board, unless the list is exhausted through the Board-approved employment standards.

The tentative hiring list that was approved October 17, 2019 and will expire October 16, 2019 is exhausted, leaving no candidates remaining on the list.

Trustee Blomenkamp questioned if the list was previously valid for one year. Ms. Moyer replied the length is based on the applicant pool.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the tentative Hiring Eligibility List for full-time Commissioned Public Safety Officers at the Belleville Campus and the Sam Wolf Granite City Campus. The motion carried. (This item will appear on the consent agenda.)

CLASSIFICATION REVIEW FOR SWIC EE POSITION

Ms. Moyer presented a request to assign SSS-050 to Grade 7 and to adjust the salary of bargaining unit member James Grinnell to \$38,903 as defined in Article 15.D, page 42 of the SWIC EE CBA, effective November 1, 2019.

The Classification Review Committee completed review of the SSS-050 position and awarded the job description 90 points. Per the SWIC EE point scale, a Grade 7 has a range of 87 to 93 points; accordingly the position needs to be reclassified from a Grade 5 to a Grade 7.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the position classification as presented. The motion carried. (This item will appear on the consent agenda.)

CHANGE OF EMPLOYMENT HIRE DATE

Mr. Ysursa presented a request to change the employment start date for ATS Driver, Brittany Robinson, to November 1, 2019. This request to change the employment start date from October 1, 2019 is due to a death in the family.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees change the employment start date for ATS Driver, Brittany Robinson, to November 1, 2019. The motion carried. (This item will appear on the consent agenda.)

BENEFIT RENEWAL RECOMMENDATION FOR 2020 PLAN YEAR

Executive Director Moyer reported Alliant has completed its renewal process for the 2020 plan year. Based on our current enrollment count and claims experience during 2019, BlueCross BlueShield submitted a renewal quote reflecting an overall 2.8% decrease in health premiums.

The contracts for dental and vision plans approved for 2019 included a provision for no rate increase. Therefore the monthly premiums for these plans remain unchanged for the 2020 calendar year.

The contract for basic (paid by SWIC) and voluntary life and accidental death & dismemberment plans, administered by Cigna, also included a provision for no rate increases for the 2020 calendar year.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the medical, dental, vision, voluntary life and accidental death & dismemberment plans for the 2020 calendar year as presented. The motion carried. (These items will appear on the consent agenda.)

REQUESTS TO ADVERTISE

Dean Sparks presented the following requests to advertise:

Part-time SWIC EE position: Physical Fitness Specialist, Belleville Campus

Full-time grant-funded administrative position: Adult Transition Service Coordinator

Part-time non-union position: Arts & Humanities Technical Theatre Coordinator

Mr. Blomenkamp moved, seconded by Mr. Morton, to authorize administration to advertise the positions as presented. The motion carried.

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

Ms. Moyer presented the monthly report of part-time personnel for September 2019. There are a total of 13 newly-hired employees; 25 Persons of Interest; and one part-time faculty termination on the September 2019 report.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the actions listed on the September 2019 report. The motion carried. (This item will appear on the consent agenda.)

ADJOURNMENT

Mr. Blomenkamp moved, seconded by Mr. Morton, to adjourn the meeting at 5:37 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees