



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT NO. 522
Belleville Campus
Marsh Conference Room
April 17, 2019**

CALL TO ORDER

A meeting of the Board of Trustees of Southwestern Illinois College, District No. 522, was held Wednesday, April 17, 2019 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Robert G. Morton called the meeting to order at 6:00 p.m.

ROLL CALL

Trustees present: John S. Blomenkamp
Harry Briggs, Ph.D.
Robert G. Morton
Richard Roehrkasse
Stephanie Scurlark-Belt
Sonny Wilson, Student Trustee

Trustees absent: Philip L. Smith
Eugene Verdu

SEATING OF STUDENT TRUSTEE

Chairman Morton presented outgoing student trustee Sonny Wilson a plaque of appreciation for his year of service on the Board of Trustees.

Chairman Morton asked the newly-elected student trustee Dejanae Thomas-Jackson to come forward and directed the Board Secretary to administer the oath of office. Ms. Thomas-Jackson was elected from the Belleville Campus to serve as the student trustee for the 2019-2020 term.

ROLL CALL

Trustees present: John S. Blomenkamp
Harry Briggs, Ph.D.
Robert G. Morton
Richard Roehrkasse
Stephanie Scurlark-Belt
Dejanae Thomas-Jackson, Student Trustee

Trustees absent:

Philip L. Smith
Eugene Verdu

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Chairman Morton referred to the consent agenda items to be considered by the Board of Trustees and asked if any trustee desired to have any items removed from the consent agenda in order to have them considered separately. No items were pulled from the consent agenda.

MOTION 04-17-19:01

Mr. Roehrkas moved, seconded by Ms. Scurlark-Belt, to:

- approve the minutes of the regular Board meeting of March 27, 2019 and the Executive Session of March 27, 2019;
- award the lowest responsible bid for a Coordinated Measurement Machine to Carl Zeiss Industrial Metrology, LLC, Maple Grove, MN in the amount of \$46,000 purchased with Perkins Grant funding;
- award the lowest responsible bid for a Beveler UZ 30 Express to Beveler USA, Ambridge, PA in the amount of \$34,145 and purchased with Perkins Grant funding;
- approve the FY 2019 Audit Engagement Letter with CliftonLarsonAllen, Belleville, IL at a cost of \$52,520 which includes two major programs under Uniform Grant Guidance and each additional major program audit \$3,300 per program; fees for additional services will be billed at \$160 per hour;
- approve the annual maintenance agreement with Axway, Inc., Phoenix, AZ in the amount of \$25,199.95 for the period July 1, 2019 through June 30, 2020 to support two anti-spam email gateways for the college's email system;
- approve the annual maintenance agreement with CDW-G, Chicago, IL in the amount of \$31,978 (which includes \$2,289 for on-demand training) for the period July 1, 2019 through June 30, 2020 for Commvault Simpana software which provides data protection;
- ratify the payment of \$179,486.40 to SWIC Barnes & Noble Bookstores for the purchase of My Labs as part of the First Day Agreement;
- accept continuation of the Retired Senior Volunteer Program grant from the Corporation for National and Community Service in the amount of \$91,060 for the period April 1, 2019 through March 31, 2020 to provide volunteers for nonprofit agencies in St. Clair and Madison Counties and to reimburse volunteers within certain guidelines. This is the first year of a three-year continuing grant and also is the 36th year for this grant;
- approve new partnership program agreement between Southern Illinois University Edwardsville and Southwestern Illinois College, District #522 to provide SWIC Associate Degree Nursing (ADN) students an opportunity to complete their Bachelor of Science degree in Nursing at SIUE;

- approve Amendment to current agreement between St. Elizabeth's Hospital of the Hospital Sisters of the Third Order of St. Francis and Southwestern Illinois College, District #522 which clarifies the new programs associated with the contract to include Respiratory Care, Computed Tomography and Imaging Technology (Radiologic Technology program);
- approve renewal agreement between BJC HealthCare, St. Louis, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Health Information Technology program) to participate in clinical experience;
- approve renewal agreement between Granite City School District and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Physical Therapist Assistant program) to participate in clinical experience;
- approve renewal agreement between State of Illinois Upward Mobility Program (UMP) and Southwestern Illinois College, District #522 to allow State of Illinois employees with proper verification of the program to enroll in courses at the institution; the institution will bill tuition and fees to UMP and the student based on a formula established by UMP, not to exceed standard tuition and fees;
- accept a gift to the college;
- approve course fees adjustments;
- approve Minimum Instructor Requirements;
- accept the resignation of Terence Willis, Information Security Officer, effective close of business March 27, 2019;
- accept the resignation of Melissa Mike, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business March 31, 2019;
- accept the retirement notification of Clay Baitman, Vice President for Instruction, effective close of business June 30, 2019;
- accept the retirement notification of Nancy Wagner, Assistant Professor in the Reading discipline of the Arts & Humanities division, effective close of business December 31, 2019;
- amend the retirement date of Professor Charles Hannon, full-time faculty in the Network Design and Administration, Cisco Networking Academy and Computer Information Systems programs to close of business May 31, 2019;
- accept the declination of employment for Alexis Lambert, Academic Advisor;
- appoint Walter G. Nesbit to the part-time SWIC EE position of Campus Technician Assistant effective May 1, 2019 at an hourly rate of \$20.59 for up to 28 hours per week;
- appoint Jeffrey Ebel to the full-time administrative position of Business Intelligence (BI) Analyst/Programmer effective May 1, 2019 at an annual salary of \$93,000, salary grade 8, with

district-wide responsibilities and employment subject to the Personnel Procedures for Administrators;

- appoint Melissa Ashforth to the full-time administrative position of Web Site Designer/Programmer effective May 7, 2019 at an annual salary of \$77,000, salary grade 4, with district-wide responsibilities and employment subject to the Personnel Procedures for Administrators;
- appoint Keith Mumper to the part-time Commissioned Public Safety Officer at the Belleville Campus effective April 18, 2019 at an hourly rate of \$17.00 per hour with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019;
- appoint Mia Boyd to the part-time grant-funded SWIC EE position of ATS Driver effective May 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week;
- appoint Thomas Maul to the part-time grant-funded SWIC EE position of ATS Driver effective May 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week;
- appoint Vera Turner to the part-time grant-funded SWIC EE position of ATS Reservationist effective May 1, 2019 at an hourly rate of \$10.58 for up to 28 hours per week;
- appoint Byron Green to the part-time Custodian position for the Physical Plant Department at the Belleville Campus effective May 1, 2019 at an hourly rate of \$12.14 for up to 28 hours per week;
- appoint Aleisha Brown to the full-time SWIC EE position of Special Events Administrative Assistant in the Foundation effective May 1, 2019 at an annual salary of \$31,847;
- appoint Monica Gilliam to the part-time SWIC EE position of Office Clerk-Testing Center at the Belleville Campus effective May 15, 2019 at an hourly rate of \$10.58 for up to 28 hours per week;
- appoint Jeremy Dukes to the part-time SWIC EE position of Success Center Computer Lab Assistant at the Belleville Campus effective May 15, 2019 at an hourly rate of \$13.38 for up to 28 hours per week;
- appoint Judith Foret to the part-time grant-funded SWIC EE position of Field Coordinator, Senior Companion Program at PSOP effective May 1, 2019 at an hourly rate of \$13.38 for up to 25 hours per week;
- appoint Tabatha McDaniel to the full-time administrative position of Academic Advisor in the Student Services Division with district-wide responsibilities effective May 16, 2019 at an annual salary of \$40,000, salary grade 1, and employment subject to the Personnel Procedures for Administrators;
- appoint Jenna Poindexter to the full-time administrative position of Academic Advisor in the Student Services Division with district-wide responsibilities effective May 16, 2019 at an annual salary of \$40,000, salary grade 1, and employment subject to the Personnel Procedures for Administrators;

- appoint Carole Presson to the full-time faculty position in the Administration of Justice program in the Health Sciences and Homeland Security Division effective August 12, 2019 placed at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Tracey Hayes to the full-time tenure track Sociology faculty position in the Arts & Humanities Division at the Belleville Campus effective August 12, 2019 at Master 0-14, Step 2 (\$50,922) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Jennifer VanWyk to the full-time tenure track Chemistry faculty position in the Math and Science Division (campus assignment identified prior to employment start date) effective August 12, 2019 at Master 0-14, Step 2 (\$50,922) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Cora Marty-Farmer to the full-time tenure track Mathematics and Computer Science faculty position in the Math & Science Division at the Belleville Campus effective August 12, 2019 at Master 15-29, Step 2 (\$51,850) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Kristen Huffman to the full-time tenure track Biology faculty position in the Math and Science Division at the Red Bud Campus effective August 12, 2019 at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Kenneth Charles Knoth to the full-time tenure track Biology faculty position in the Math and Science Division at the Belleville Campus effective August 12, 2019 at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Emily Kelly-Padden to the full-time tenure track Communication Arts faculty position in the Arts & Humanities Division at the Belleville Campus effective August 12, 2019 at Master +60, Step 2 (\$54,895) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- appoint Darcy Wente-Hahn to the full-time tenure track Communication Arts faculty position in the Arts & Humanities Division at the Sam Wolf Granite City Campus effective August 12, 2019 at Master +60, Step 1 (\$53,312) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule;
- approve Jane Thompson to the retitled and restructured full-time administrative position of HRIS and Benefits Specialist, salary grade 3, effective May 1, 2019 with employment subject to the Personnel Procedures for Administrators;
- hire part-time faculty in the Technical Education Division for the Spring 2019 semester (hire date April 18, 2019) and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Randy Blankenship, Computer Aided Design;
 Craig O'Mara, Aviation Pilot Training Program; and

Ray Sutton, Aviation Pilot Training Program;

- hire part-time faculty in the Health Sciences & Homeland Security Division for the Spring 2019 semester to assist with EMT laboratory skills and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Matthew Gerdes, Emergency Medical Technician at an hourly rate of \$41.73 for 3-1/2 hours weekly;

- hire part-time faculty in the Arts & Humanities Division for the Summer 2019 and Fall 2019 semesters and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Adam King, History (Summer 2019);
George Haldaman, History (Fall 2019);
Jamilah Whiteside, History (Fall 2019);
Jonathan Eftink, Political Science (Fall 2019);

- hire part-time faculty in the Math & Sciences Division for the Summer 2019 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Nader Sakhaee;

- assign SSS-068 to Grade 6 and adjust the salary of Bargaining Unit member Debbie DeMonge to \$51,155 as defined in Article 15.D, page 42 of the SWIC EE CBA, effective May 1, 2019;
- create and to advertise a new full-time SWIC EE position of Food Service Coordinator at the Sam Wolf Granite City Campus;
- ratify the part-time and temporary faculty and staff actions for March 2019 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff; and
- change the start time to 5:00 p.m. for Board of Trustees meetings from May 2019 through September 2019.

Upon a roll call vote, those trustees voting aye were Ms. Thomas-Jackson (opinion), Mr. Blomenkamp, Dr. Briggs, Mr. Roehrkasse, Ms. Scurlark-Belt, and Mr. Morton. Nays: None. Absent: Mr. Smith and Mr. Verdu. **PASSED**

APPROVAL OF BILLS

MOTION 04-17-19:02

Mr. Blomenkamp moved, seconded by Dr. Briggs, to approve the bills, including travel-related expenses of members of the Board of Trustees and of employees:

Education Fund	\$3,047,933.96
Operations & Maintenance Fund	299,314.54
Bond & Interest Fund	1,700.00
Restricted Purposes Fund	215,761.30

Trust & Agency Fund	15,756.47
Liability, Protection & Settlement Fund	31,916.65
Grand Total All Funds	\$3,612,382.92

Upon a roll call vote, those trustees voting aye were Ms. Thomas-Jackson (opinion), Mr. Blomenkamp, Dr. Briggs, Mr. Roehrkasse, Ms. Scurlark-Belt, and Mr. Morton. Nays: None. Absent: Mr. Smith and Mr. Verdu. **PASSED**

PLANNING AND POLICY COMMITTEE REPORT

Chairman Morton stated the committee had no report.

FACILITIES AND FINANCE COMMITTEE REPORT

Chairman Roehrkasse presented the draft of a negotiated contract with Farnsworth to provide architectural services for the college. Board Attorney Hoerner reported it is a standard contract; and the college has no projects in existence. For individual tasks/projects assigned by SWIC to Farnsworth the parties must execute a Service Order (AIA Document) defining the project title, location, scope, schedule, budget and compensation. For most projects compensation will be guided by the Illinois Capital Development Board Professional Services and Fees Handbook. Some consulting tasks will be paid hourly based upon the 2019 FHI Schedule of Charges, which is consistent with current market rates and in many cases less than the rates SWIC has paid its former architect since 2015.

Mr. Hoerner added there is no obligation for signing the contract. A service order would be entered into for all projects which you can negotiate. It is difficult to talk about scope when the college has no projects. Statute provides you cannot discuss fees when going through the Quality Based Selection for an architect.

Trustee Blomenkamp stated he wants to see what the previous architect charged and the fee schedule for Farnsworth. Trustee Briggs offered the contract is standard and in reviewing thinks the trustees will find it is in order. Mr. Blomenkamp has additional questions, which he will provide to Board Attorney Hoerner.

The agenda topic was tabled to the next meeting of the Facilities and Finance Committee.

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE REPORT

Chairman Morton reported the committee had no additional items.

REPORTS

President's Report

President Mance requested his report be read into the record; however he did report that it was another very successful weekend for our students who attended the annual Illinois Skills USA state contest in Springfield. Students who placed 1st will be competing on the National stage June 24-28 in Louisville, KY. The list of students who won medals appears below.

ICCTA Report

Trustee Roehrkasse reported the next meeting of the ICCTA Board of Representatives will be held April 30, 2019 at the Harry Crisp Building in Springfield, IL, as well as the meeting of Illinois community college presidents. Lobby Day will be May 1, 2019.

Attorney's Report

Mr. Hoerner stated he had nothing further.

MISCELLANEOUS

Dr. Briggs requested to speak as this was his last official meeting as a trustee since he chose not to run for re-election. He congratulated his successor, Nick Raftopoulos, who will be sworn in April 29, 2019.

Dr. Briggs was appointed in 2012 to fill the vacancy created by former trustee and State Representative Sam Wolf. Dr. Briggs has been involved in education for approximately 50 years, and being a part of SWIC has been a very important part of his life; he believes in the importance of education.

Dr. Briggs congratulated former President Costello for her service during a time when the Board had to make some tough decisions. He commended President Mance for the great job he is doing and stated he has no doubt the college is in good hands. Dr. Briggs also applauded Board Attorney Hoerner and Board Secretary Fiss for their dedication and service to the college.

ADJOURNMENT

Mr. Blomenkamp moved, seconded by Dr. Briggs, to adjourn the meeting at 7:00 p.m. The motion carried.

Approved: **05.15.19**

Respectfully submitted,

Robert G. Morton
Chairman of the Board of Trustees

Beverly J. Fiss
Secretary to the Board of Trustees

President's Board Report

The list of students who won medals at the annual Illinois Skills USA state contest in Springfield:

Automated Manufacturing

1st Place (team)

Connor Braasch
Connor Barnard
Gavin Becherer

CNC Milling

1st Place – Blake Schuette

2nd Place – Michael Torre (representative at Nationals)

3rd Place – Thomas Petroski

CNC Technician

1st Place – Blake Schuette

2nd Place – Tom Petroski

3rd Place – Michael Torre

CNC Turning

1st Place – Blake Schuette

2nd Place – Thomas Petroski (representative at Nationals)

3rd Place – James Neary

Heating, Ventilation, Air Conditioning and Refrigeration

1st Place – Jonathan Lunk

Mechatronics

1st Place (team)

Clayton Lents
Nicholas Wittenauer

Welding

1st Place – Bryce Dickenson

April President's Report
from
Student & Community Development

Disability & Access Center
Student Support

- The Disability & Access Center provided 554 individualized and comprehensive intake appointments through March this semester to determine district-wide student eligibility for accommodations and ensure the execution of identified support.
- The Disability & Access Center provided 388 day and evening accommodated tests through March this semester ensuring that all approved accommodations such as use of access equipment, electronic reading software, scribes, and other specialized support for classroom and placement testing were successfully provided to ensure full and equal access.
- With the use of Perkins grant funding, the Disability & Access Center updated the license for ReadSpeaker, a text-to-speech technology, for use on the College's website and Blackboard, in order to enhance overall institutional accessibility.

PSOP

- PSOP hosted the **Secretary of State Mobile Driver's Unit** on April 10 during which time approximately **25** individuals age 50 and above renewed their driver's license, purchased their license plate sticker or obtained a state ID.
- **National Service Recognition Day – April 2** – Many of our Senior Corps volunteers (FGP, SCP, & RSVP) were busy on this date with election activities. We know that service is a year-round activity. Therefore, at every opportunity, we promote our programs with our elected officials and business leaders.
During the month of March, our staff collected new and gently used children's books for our Foster Grandparents to read and distribute to children in their programs. 150 books were collected. International Children's Book Day was April 2 and the 100th Anniversary of Children's Book Week is April 29 – May 5. Our target will be to complete the distribution of books during April and May.
- **Illinois Governor's Volunteer Service Award** – Millie Belobraydic, an RSVP Volunteer with Anderson Hospital Auxiliary, was nominated for the Senior Corps Governor Service Award. Millie has been a volunteer with our program since 1992 but began service to her community more than 50 years ago. Even while recently battling cancer in her late 80's Millie continues to volunteer with RSVP, her church, Anderson Hospital Board of Trustees, and other community programs. Millie received a certificate denoting her distinguished service as a volunteer from Governor Pritzker denoting her distinguished service.
- **Certified Volunteer Center Training** – The Retired and Senior Volunteer Program at PSOP/SWIC is a member of the Metropolitan Volunteer Management Association. Recently, Nancy LeVault, RSVP Director, participated in the Volunteer Management Training Series. The series is a comprehensive, four session program appropriate for new staff and seasoned professionals, which offers better insight in to utilizing an organizations volunteers effectively. The sessions include Understanding Volunteering and Planning a Volunteer Program; Recruiting and Placing Volunteers; Orienting, Training, Supervising, and Recognizing Volunteers; and evaluating Volunteer programs. The training leads to the ability of the agency to apply for nationally recognized certification focused on nationally recognized standards. The goal of the training is to assist PSOP in obtaining the designation of certified volunteer Program. The certification helps encourage professionalism by recognizing the defined management principles required for the effective management and utilization of volunteers.

- Thirteen PSOP staff members were recently certified with **CPR/AED training**; training was provided at PSOP by Public Safety officer, Marc Ellington.

Student Life Services

Community Partnerships

- Student Life hosted George Portz and his friends of Bluegrass on Friday March 23. George and his friends played to a sold out house.
- SWIC Diversity & Inclusion Committee hosted a full month of Herstory events this Spring.
 - International Women's day Friday March 8
 - Wall of Fame: Women in Art in partnership with the St. Clair Historical Society. March 25-29 at BC, GCC and RBC
 - Film viewing of *Altina* Tuesday, March 26 6:30 p.m. *Altina* is the provocative portrait of an American trendsetter whose free spirit defied convention.
 - "Herstory Interactive Art and Reception" on Wed., April 3 from 11 a.m.-1 p.m. in the Main Complex First Floor Alcove. SWIC celebrated Women in the Arts and created a group interactive art project. Special thanks to Nicole Dutton, Schmidt Art Center Curator, for her inspiration and contributions to this interactive art project!
 - Presentation of #METOO: OVERCOMING SEXISM & HARASSMENT HOLLYWOOD STYLE on Thursday, April 4. Actor and Comedienne Lauren Logiudice presented her interactive, multi-media lecture teaching students to navigate the terrain between #metoo and a new world.
- Career Services hosted the Etiquette Dinner and Soft Skills Training at Sam Wolf Granite City Campus on April 10. A total of 65 CTE students participated in the career development event.

Student Development

- Ongoing focus is prioritized to assist students through mentoring, disciplinary and CBITAT meetings with the goal of enhancing opportunities to experience success as SWIC students.
- Ongoing research and strategic efforts to ensure best practices for Student & Community Development information (S-CBITAT, Title IX, Student Conduct Code, etc.) to be posted on the website.
- Priority will be given to scheduling individual meetings with staff in an effort to understand daily responsibilities for new acquired service areas.