

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**December 10, 2018**  
**5:00 p.m.**

Committee members present:                     Robert G. Morton, Chairman  
Philip L. Smith  
Eugene Verdu

Trustees present:                                 John Blomenkamp  
Harry Briggs, Ph.D.  
Richard Roehrkasse

Administrators present:                         Nick J. Mance  
Staci Clayborne  
Bernie Ysursa  
  
Linda Andres  
Brad Sparks  
Janet Fontenot, Ed.D.  
Anna Moyer  
Missy Roche

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. Smith moved, seconded by Mr. Verdu, to approve the minutes of the regular meeting of November 13, 2018 and the Executive Session of November 13, 2018 as submitted. The motion carried.

**GRANTS**

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the following grants:

- continuation of Madison County Community Services Block grant in the amount of \$45,750 for the period January 1, 2019 through December 31, 2019 to fund tuition for Adult Education students enrolled in training programs offered by Adult Education at the SWGCC and to also fund high school equivalency testing fees for low-income students in Madison County; (note: this grant amount represents a \$10,000 increase in funding); and
- continuation of Senior Companion Program grant through the Illinois Department of Aging in the amount of \$22,050 for the period July 1, 2018 through June 30, 2019 to provide volunteer services by income eligible adults age 55 and older to those at risk of institutionalization.

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

### **AGREEMENTS**

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

- renewal agreement between Gateway Regional Medical Center, Granite City, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently Medical Assistant-Medical Billing and Coding program) to participate in clinical experience;
- renewal facility agreement between Freeburg Care Center, Freeburg, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology program at Southwestern Illinois College; and
- renewal facility agreement between Call for Help, Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at Southwestern Illinois College.

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

### **GIFTS TO THE COLLEGE**

Vice President Yursa reported gifts of a refrigerator to the Testing Center and books to the Belleville Campus Library.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the gifts to the college. The motion carried. (This item will appear on the consent agenda.)

### **MINIMUM INSTRUCTOR REQUIREMENTS**

Brad Sparks, Dean of Technical Education Division, requested a change in the Minimum Instructor Requirements (MIRs) for all Electrical/Electronic courses with an EET prefix. This change is to allow tested experience in lieu of completion of a formal four-year apprenticeship program.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the Minimum Instructor Requirements for all Electrical/Electronic (EET) courses. The motion carried. (This item will appear on the consent agenda.)

### **AMENDMENTS TO ILLINOIS DUAL CREDIT QUALITY ACT**

Mr. Hoerner stated that last year the Illinois General Assembly passed amendments to the Illinois Dual Credit Quality Act effective January 1, 2019. One of the amendments is that on or after the effective date a school district may not enter into a new contract with an out-of-state institution to provide a dual credit course without first offering the community college district in which the school district is located the opportunity to provide the course. Approved instructors of dual credit courses shall meet any of the faculty credential standards allowed by the Higher Learning Commission (HLC) to determine minimally qualified faculty.

President Mance met this afternoon with full-time faculty representatives, Dean Fontenot, and Board Attorney Hoerner to discuss reducing SWIC's MIRs to match the HLC's. This action will open the door for additional dual enrollment opportunities.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees amend the Minimum Instructor Requirements to comply with amendments to the Dual Credit Quality Act effective January 1, 2019. The motion carried. (This item will appear on the consent agenda.)

### **REDUCED TUITION: EMERGENCY MEDICAL SERVICES FIELD TRAINING OFFICERS**

Dr. Fontenot presented a request on behalf of Vice President Baitman to approve Emergency Medical Services (EMS) Field Training Officers in the Emergency Medical Technician/Paramedic programs be included in the reduced tuition program at Southwestern Illinois College in the same manner as afforded to non-paid dual credit instructors. The Board of Trustees in 2014 approved a reduced tuition pilot program for the SWIC EMS field training officers, who are non-paid clinical staff, providing the same provisions and benefits currently in place for non-paid dual credit instructors. The requested action is to permanently include this group into the current reduced tuition program.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the action as presented. The motion carried. (This item will appear on the consent agenda.)

### **FINANCIAL AID UPDATE**

Vice President Clayborne presented the monthly Financial Aid update as follows:

#### 2018-2019 Aid Year

Effective October 1 students have the ability to complete the 2019-2020 FAFSA for the next academic year. Communication has gone out to students, and SWIC staff is currently assisting with FAFSA completion via outreach at local high schools, as well as the Financial Aid offices at the Belleville and Granite City Campuses.

#### Veterans Services Update

Staff recently completed and submitted the Annual Military Friendly School survey that was due November 30; we anticipate results in March 2019. Additionally staff created and distributed a semester-based Veteran's Newsletter highlighting early enrollment, the VA work-study program and student support services. The letter was circulated with the intent of providing best practices for our students.

#### Professional Development

The Director and Assistant Director presented at the annual Fall ILASFAA workshop regarding the use of professional judgment in relation to awarding Title IV aid. Four other staff members also participated in the workshop.

The Financial Aid administrative team recently attended the annual Federal Student Aid Conference in Atlanta, GA. Verification updates, year-round Pell, gainful employment and FAFSA simplification were a few significant topics discussed.

#### Outreach Update

The PALS Program participated in six outreach events during November.

## **RESIGNATIONS**

Chairman Morton requested an omnibus vote to consider the resignations. Trustees Smith and Verdu agreed to the omnibus vote.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the following resignations:

Megan Gilbert, Academic Advisor in the Enrollment Services Division, effective close of business November 30, 2018;

Charles Green, Web Site/Designer Programmer, effective close of business November 26, 2018;  
and

Dustin Johnson, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business December 13, 2018.

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

## **RETIREMENT NOTIFICATION**

Human Resources Director Anna Moyer presented the retirement notification of William Dave Wasson, Director of Transportation, effective close of business March 29, 2019. Mr. Wasson has served in the full-time grant-funded position since November 2007 and has worked for SWIC-ATS since June, 2005.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of William Dave Wasson, Director of Transportation, effective close of business March 29, 2019. The motion carried. (This item will appear on the consent agenda.)

## **APPOINTMENTS**

Chairman Morton requested an omnibus vote to consider the appointment recommendations. Trustees Smith and Verdu agreed to the omnibus vote.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint the following individuals:

Joseph H. Smith to the full-time Maintenance position at the Belleville Campus at an annual salary of \$54,080 effective January 16, 2019 with employment subject to the Collective Bargaining Agreement between SWIC and Local 116 SEIU;

Jennifer Neptune to the full-time administrative position of Reporting and Compliance Analyst at an annual salary of \$58,500 effective January 2, 2019 and subject to the Personnel Procedures for Administrators;

Sarah Pollard to the full-time SWIC EE position of Student Accounts Receivable Clerk at an annual salary of \$30,016 effective January 2, 2019 which is Grade 4 on the 2014-2019 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600 IFT/AFT, AFL/CIO;

Monique Banks to the part-time SWIC EE position of Pearson VUE Test Proctor at the Belleville Campus at a rate of \$14.10 per hour for up to 28 hours per week effective January 2, 2019;

Heidi Wilkinson to the part-time SWIC EE position of Pearson VUE Test Office Clerk at the Belleville Campus at a rate of \$10.58 per hour for up to 28 hours per week effective January 2, 2019;

Jeannie Schubert to the part-time SWIC EE Math Specialist position at the Belleville Campus Success Center at a rate of \$24.86 per hour for up to 28 hours per week effective January 2, 2019;

William Fithen to the part-time SWIC EE Math/Science Specialist position at the Sam Wolf Granite City Campus Success Center at a rate of \$24.86 per hour for up to 28 hours per week effective January 2, 2019;

Jennifer Watkins to the part-time SWIC EE position of Police Academy Assistant in the Health Sciences & Homeland Security Division at the Belleville Campus at a rate of \$12.79 per hour for up to 28 hours per week effective March 1, 2019;

Landon Hiebert to the part-time SWIC EE position of Physical Fitness Specialist at the Belleville Campus at a rate of \$17.50 per hour for 12 hours per week effective January 14, 2019; and

Cortez Donaby; Tequita Douglas; Dan Hipes; and Douglas Simmons to the four part-time grant-funded SWIC EE positions of ATS Driver each at an hourly rate of \$12.79 for up to 28 hours per week effective January 2, 2019.

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

#### **FY 2020 REORGANIZATION PLAN**

President Mance stated nothing has changed with the plan. He did not provide backup documentation but entertained questions. Trustee Blomenkamp questioned if the motions would be individually listed as previously presented on the October agenda because he is in support of some but not all of them. Mr. Mance stated the motions will be listed as they were on the October agenda.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the FY 2019 Reorganization Plan. The motion carried. (This item will appear on the consent agenda.)

#### **PERMISSION TO HIRE**

Chairman Morton requested an omnibus vote to consider the requests to hire part-time faculty. Trustees Smith and Verdu agreed to the omnibus vote.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint the following individuals:

James Pavlisin as part-time faculty in the Aviation Pilot Training Program, Technical Education Division for the Spring 2019 semester (hire date January 7, 2019) and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty;

Denise Armstrong, Nurse Assistant; Cara Dayhoff, Nurse Assistant; and Jennifer Riggs, Medical Assistant for the Spring 2019 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty;

Cynthia Hickman-Brecks, Biology; Truynh Quoc Tran, Chemistry; Torrey Holland, Physics; Josh Lucker, Sociology; Monica Heimos, Sociology; Sandra Schaefer, English; Emily Phillips, English; Michele Howerton-Vargas, English; Jasmine Sawers, English; Devan Ellet, Music - Private Applied Percussion in the Arts & Sciences Division for the Spring 2019 semester; and

Dr. Darren Cross, Marketing; and Mark Berger, Accounting in the Business Division for the Spring 2019 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty.

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

#### **AWARD OF TENURE**

Dr. Fontenot stated in accordance with the *Memorandum of Understanding* and applicable state law, the following individuals are recommended for tenure with Southwestern Illinois College. Each has completed the required series of evaluations; and the appropriate faculty review committee and dean concur in the awarding of tenure:

Jerald (Jerry) Bonifield	Industrial Technology & Precision Machining Technology;
Trenton Crews	Mathematics;
Diane Dodd	Respiratory Care; and
Stephanie Reid	Nurse Assistant.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees award faculty tenure effective August 12, 2019 as presented. The motion carried. (These items will appear on the consent agenda.)

#### **CONTINUATION OF EMPLOYMENT**

Dr. Fontenot stated in accordance with the *Memorandum of Understanding*, Elizabeth Repp, Respiratory Care, is recommended for continued employment with Southwestern Illinois College. The appropriate faculty review committee and dean concur in the recommendation of continued employment.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve continued employment throughout 2019-2020 for Elizabeth Repp, Respiratory Care. The motion carried. (This item will appear on the consent agenda.)

#### **REASSIGNMENT OF CAMPUS**

Dr. Fontenot reported the retirement of Dr. Michael Dyer, Professor of Biology, effective August 1, 2019 will create a vacancy in the Biology Department at the Belleville Campus. Dr. Corrine Carey,

Professor of Biology, has officially requested reassignment to the Belleville Campus in accordance with Section 8.3.2 of the current *Memorandum of Understanding*.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees reassign faculty member Dr. Corrine Carey, Professor of Biology, from the Red Bud Campus to the Belleville Campus effective with the start of the Fall Semester 2019 opening week activities, August 12, 2019. The motion carried. (This item will appear on the consent agenda.)

### **ACADEMIC ADVISOR POSITIONS**

Dr. Fontenot requested authorization to use the current candidate pool for the full-time administrative position of Academic Advisor with the current vacancy announcement posted on the college website. There are currently three vacancies for Academic Advisors which are fully budgeted FY 2019 administrator positions.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to use the current candidate pool for the position of Academic Advisor as presented. The motion carried.

### **AUTHORIZATION TO ADVERTISE**

Chairman Morton requested an omnibus vote to consider the requests to advertise positions. Trustees Smith and Verdu agreed to the omnibus vote.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the following positions:

1. Part-time SWICEE Position: Office Assistant in the Adult Education Division at the SWGCC
2. Part-time SWICEE Grant-funded Position: Field Coordinator, Senior Companion Program
3. Part-time SWICEE Position: Secretary, Police Academy at the BC
4. Part-time Non-union Position: Fitness Center Lab Assistant at the SWGCC
5. Part-time Custodial Position at the SWGCC
6. Part-time SWICEE Position: Employment Training Specialist
7. Part-time SWICEE Position: Assistant to Financial Aid/Student Employment
8. Full-time Grant-funded Administrative Position: Director of Transportation

The motion carried.

### **AUTHORIZATION TO ADVERTISE CONTINUOUS VACANCY**

Dr. Fontenot presented a request to advertise a continuous vacancy opening to develop a pool of part-time faculty applicants for the Mass Communications Program with an expiration date of August 31, 2019. The position is necessary to meet the scheduling needs of the department and the lack of availability of existing part-time/adjunct faculty.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise a continuous vacancy opening as presented. The motion carried.

### **MONTHLY NOTIFICATION OF PART-TIME PERSONNEL**

Mr. Ysursa presented the monthly report of part-time personnel actions for November 2018. There were seven newly-hired employees; five persons of interest; and two SWIC EE terminations.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees ratify the November 2018 part-time personnel report. The motion carried. (This item will appear on the consent agenda.)

**NEXT COMMITTEE MEETING**

The next meeting of the Personnel, Programs and Services Committee will be Monday, January 14, 2019 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Verdu, to adjourn the meeting at 5:35 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees