



BOARD OF TRUSTEES
Community College District No. 522
Programs and Services for Older Persons
Mildred Feurer Hall
201 North Church Street
Belleville, Illinois

AGENDA
December 19, 2018
6:00 p.m.

I. CALL TO ORDER BY CHAIRMAN

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL BY SECRETARY

IV. PUBLIC COMMENTS

V. CONSIDERATION OF APPROVAL OF ITEMS ON THE CONSENT AGENDA

■ **VI. APPROVAL OF MINUTES**

A. Executive Session Review, November 29, 2018

B. Executive Session of Executive Session Review, November 29, 2018

C. Regular Board Meeting, November 29, 2018

VII. APPROVAL OF BILLS

| | |
|---|-----------------------|
| Education Fund | \$2,996,394.49 |
| Operations & Maintenance Fund | 238,450.48 |
| Operations & Maintenance Fund-Rest | 133,867.80 |
| Bond & Interest Fund | 4,116,287.50 |
| Restricted Purposes Fund | 445,682.89 |
| Trust & Agency Fund | 10,432.06 |

Liability, Protection & Settlement Fund **39,571.93**

Grand Total All Funds: **\$7,980,687.15**

VIII. PLANNING AND POLICY COMMITTEE REPORT

■ **IX. FACILITIES AND FINANCE COMMITTEE REPORT**

A. PROPOSED PROTECTION HEALTH SAFETY PROJECTS - FY 2020

- 1. Consideration of the recommendation to adopt by title only Resolution to Approve Protection, Health, and Safety Projects for FY 2020.**
- 2. Consideration of the recommendation to adopt Resolution to Approve Protection, Health, and Safety Projects for FY 2020 as follows:**

| | |
|--|--------------------|
| BC Main Complex Building Automation System | \$ 790,540 |
| BC Main Complex Elevator Modernization, PH1 | \$ 106,260 |
| BC Emergency Notification System | \$ 463,630 |
| BC Main Complex Fire Alarm System Upgrade | \$1,006,830 |
| RBC Roofs A1, A2, C | \$ 474,070 |
| RBC Roofs B, D1-D4 | \$ 261,990 |
| PSOP Building Roofs A, B, F, H Preservation | \$ 146,680 |
| Total | \$3,250,000 |

B. BID AWARDS

- 1. Consideration of the recommendation to approve construction of a dispatch center in Room 1240 of the Main Complex at the Belleville Campus for the SWIC Public Safety Department to J. E. Novak, St. Louis, MO at a cost not to exceed \$55,031.**
- 2. Consideration of the recommendation to award the purchase of virtual welding equipment to Realityworks, Eau Claire, WI in the amount of \$26,435.89.**
- 3. Consideration of the recommendation to award the lowest responsible bid for welding equipment to Aidex corporation, Rossville, IN in the amount of \$115,218.**
- 4. Consideration of the recommendation to approve bulk purchase of 367 computers from Dell, Round Rock, TX in an amount not to exceed \$503,418.52.**
- 5. Consideration of the recommendation to award the lowest responsible bid for a coordinated measurement machine to Carl Zeiss Industrial Metrology, LLC, Maple Grove, MN in the amount of \$46,234.**

6. **Consideration of the recommendation to award the purchase of a boiler for the Schmidt Art Center to C&K Heating and Cooling, Inc., Lebanon, IL in the amount of \$57,762.**

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

A. GRANTS

1. **Consideration of the recommendation to accept grant awards.**

B. AGREEMENTS

1. **Consideration of the recommendation to approve agreements.**

C. GIFTS TO THE COLLEGE

1. **Consideration of the recommendation to accept gifts to the college.**

D. MINIMUM INSTRUCTOR REQUIREMENTS - ELECTRICAL/ELECTRONIC COURSES

1. **Consideration of the recommendation to approve the Minimum Instructor Requirements for all Electrical/Electronic (EET) courses.**

E. MINIMUM INSTRUCTOR REQUIREMENTS

1. **Consideration of the recommendation to amend the Minimum Instructor Requirements to comply with amendments to the Dual Credit Quality Act effective January 1, 2019.**

F. REDUCED TUITION: EMERGENCY MEDICAL SERVICES FIELD TRAINING OFFICERS

1. **Consideration of the recommendation 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.**

G. RESIGNATIONS

1. **Consideration of the recommendation to accept the resignation of Megan Gilbert, Academic Advisor in the Enrollment Services Division, effective close of business November 30, 2018.**
2. **Consideration of the recommendation to accept the resignation of Charles Green, Web Site/Designer Programmer, effective close of business November 26, 2018.**

3. **Consideration of the recommendation to accept the resignation of Dustin Johnson, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business December 13, 2018.**

H. RETIREMENT NOTIFICATION

1. **Consideration of the recommendation to accept the retirement notification of William Dave Wasson, Director of Transportation in the Alternative Transportation System, effective close of business March 29, 2019.**

I. APPOINTMENTS

1. **Consideration of the recommendation to appoint a 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.**
2. **Consideration of the recommendation to appoint 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.**
3. **Consideration of the recommendation to appoint 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.**
4. **Consideration of the recommendation to appoint 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.**
5. **Consideration of the recommendation to appoint 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.**
6. **Consideration of the recommendation to appoint 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.**
7. **Consideration of the recommendation to appoint 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.**
8. **Consideration of the recommendation to appoint 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.

- 9. Consideration of the recommendation to appoint 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.**
- 10. Consideration of the recommendation to appoint four part-time grant-funded SWIC EE positions of ATS Driver at an hourly rate of \$12.79 for up to 28 hours per week effective January 2, 2019.**
- 11. Consideration of the recommendation to appoint the full-time faculty position of Industrial Electricity/Electronics Technology Instructor at the Sam Wolf Granite City Campus at a salary of \$50,786, Step 4, Below Master level on the 2018-2019 Faculty Salary schedule effective January 7, 2019.**

J. FY 2019 REORGANIZATION

- 1. Consideration or the recommendation to approve the Fiscal Year 2019 Southwestern Illinois College Organization Chart and to give the President authority to align job duties and positions, per Appendix A.**
- 2. Consideration of the recommendation to approve the pay grade structure for Administrative, Professional and Supervisory Staff per Appendix B.**
- 3. Consideration of the recommendation to approve creation of the following administrative positions for fiscal year 2019, and subject to the provisions of the Personnel Procedures for Administrators:**
 - Chief Financial Officer at pay grade 10 (formerly Controller)**
 - Executive Director of Enrollment Development and Institutional Planning at pay grade 9**
 - Executive Director of Human Resources at pay grade 9 (formerly Director of Human Resources)**
 - Executive Director of Information Technology at pay grade 9 (formerly Director of Information Technology)**
 - Dean of Student Services at pay grade 9 (formerly Dean of Enrollment Services)**
 - Associate Dean of Student Success Programs at pay grade 5 (formerly Associate Dean of Success Programs)**
 - Chief of Staff at pay grade 5 (formerly Executive Assistant to the President)**
 - Compliance Officer at pay grade 7**
 - Executive Assistant for Student Development at pay grade 2**
- 4. Consideration of the recommendation to approve the reclassification appointment of Melissa Roche to the retitled and restructured full-time administrative position of Chief Financial Officer, pay grade 10, effective**

July 1, 2018, at an annual salary of \$92,100, with employment subject to the provisions of the Personnel Procedures for Administrators.

- 5. Consideration of the recommendation to approve the reclassification appointment of Anna Moyer to the retitled and restructured full-time administrative position of Executive Director of Human Resources, pay grade 9, effective July 1, 2018, at an annual salary of \$99,500, with employment subject to the provisions of the Personnel Procedures for Administrators.**
- 6. Consideration of the recommendation to approve the reclassification appointment of Linda Andres to the retitled and restructured full-time administrative position of Executive Director of Information Technology, pay grade 9, effective July 1, 2018, at an annual salary of \$125,000, with employment subject to the provisions of the Personnel Procedures for Administrators.**
- 7. Consideration of the recommendation to approve the reclassification appointment of Michelle Birk to the retitled and restructured full-time administrative position of Dean of Student Services, pay grade 9, effective July 1, 2018, at an annual salary of \$102,000, with employment subject to the provisions of the Personnel Procedures for Administrators.**
- 8. Consideration of the recommendation to approve the reclassification appointment of Suzanne McClure to the retitled and restructured full-time administrative position of Associate Dean of Student Success Programs, pay grade 5, effective July 1, 2018, at an annual salary of \$70,118, with employment subject to the provisions of the Personnel Procedures for Administrators.**
- 9. Consideration of the recommendation to approve the reclassification appointment of Beverly Fiss to the retitled and restructured full-time administrative position of Chief of Staff, pay grade 5, effective July 1, 2018, at an annual salary of \$63,000, with employment subject to the provisions of the Personnel Procedures for Administrators.**
- 10. Consideration of the recommendation to approve an annual stipend for Janet Fontenot for fiscal year 2019 in the amount of \$5,000 for assuming additional responsibilities in the role of Acting Dean of Arts and Sciences.**
- 11. Consideration of the recommendation to approve advertisement of the following full-time administrative positions:**
 - Compliance Officer at pay grade 7**
 - Director of Development and Grants at pay grade 7**
 - Director of Enrollment Development and Campus Operations at pay grade 6**
 - Assistant Controller at pay grade 7**
 - Executive Assistant for Student Development at pay grade 2**

- **Executive Director of Enrollment Development and Institutional Planning at pay grade 9**

12. Consideration of the recommendation to eliminate the following Administrative, Professional and Supervisory positions:

- **Associate Dean of Success Programs**
- **Controller**
- **Dean of Enrollment Services**
- **Director of Human Resources**
- **Director of IT Development**
- **Executive Assistant to the President**

13. Consideration of the recommendation to approve the Fiscal Year 2019 Amended Reappointment of Full-time and Part-time Administrative, Professional and Supervisory Staff and to reclassify and retitle Office and Technical employees to the Administrative, Professional and Supervisory Staff Classification per Appendices C and D.

14. Consideration of the recommendation to eliminate the Office and Technical employee group classification effective fiscal year 2019.

K. PERMISSION TO HIRE

- 1. Consideration of the recommendation to hire 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.**
- 2. Consideration of the recommendation to hire part-time faculty in the Health Sciences & Homeland Security 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:**

| | |
|-------------------------|--------------------------|
| Denise Armstrong | Nurse Assistant |
| Cara Dayhoff | Nurse Assistant |
| Jennifer Riggs | Medical Assistant |

- 3. Consideration of the recommendation to hire the following part-time faculty in the Arts & Sciences Division for the Spring 2019 semester:**

| | |
|-------------------------------|------------------|
| 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 |

4. **Consideration of the recommendation to hire part-time faculty 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:**

| | |
|-------------------------|-------------------|
| Dr. Darren Cross | Marketing |
| Mark Berger | Accounting |

L. AWARD OF TENURE

1. **Consideration of the recommendation to award faculty tenure to the following faculty effective August 12, 2019:**

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

M. SECOND YEAR CONTINUED EMPLOYMENT FOR NON-TENURED FULL-TIME FACULTY

1. **Consideration of the recommendation to approve continued employment throughout 2019-2020 for Elizabeth Repp, Respiratory Care.**

N. REASSIGNMENT OF CAMPUS

1. **Consideration of the recommendation to 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.**

O. RATIFICATION OF MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

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

XI. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS (5 ILCS 120/2(c)(1)), COLLECTIVE BARGAINING (5 ILCS 120/2(c)(2)), AND/OR LITIGATION (5 ILCS 120/2(c)(11))

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

XIII. REPORTS

A. PRESIDENT

B. ILLINOIS COMMUNITY COLLEGE TRUSTEE ASSOCIATION

C. BOARD ATTORNEY

XIV. MISCELLANEOUS

A. 2019 MEETING SCHEDULE

- 1. Consideration of meeting time, meeting day, and meeting place for regular meetings of the Board of Trustees for calendar year 2019.**

XV. ADJOURNMENT