

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
December 9, 2019
5:00 p.m.

Committee members present: Robert G. Morton, Chairman
John Blomenkamp
Eugene Verdu

Trustees present: Steve Campo
Nick Raftopoulos (arrived at 5:17p)
Richard Roehrkasse

Administrators present: Nick J. Mance
Linda Andres
Anna Moyer
Missy Roche
Gina Segobiano, Ed.D.
Robert Tebbe
Bernie Ysursa

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. Verdu moved, seconded by Mr. Blomenkamp, to approve the minutes of the November 15, 2019 meeting as presented. The motion carried.

GRANTS

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

- continuation of ATS grant from St. Clair Township in the amount of \$8,137 for the period April 1, 2020 through March 31, 2021 to provide funding toward the purchase of rolling stock and operational support of ATS;
- continuation of ATS grant from Stookey Township in the amount of \$10,000 for the period April 1, 2020 through March 31, 2021 to provide funding toward the purchase of rolling stock and operational support of ATS;
- continuation of the Foster Grandparent Program grant received from the Corporation for National & Community Service in the amount of \$281,471 for the period July 1, 2019 through June 30, 2020 to cover 95% of the salary and benefits for the full-time Foster Grandparent Director and Secretary; (note: this is a decrease of \$36,824 from the FY19 grant);

- renewal of the Senior Companion Program Stookey Township grant in the amount of \$5,000 for the period April 1, 2020 through March 31, 2021 to provide funding for program volunteers in support of their travel to and from clients' homes;
- continuation of the St. Clair Township grant for the Retired Senior Volunteer Program in the amount of \$4,200 for the period April 1, 2020 through March 31, 2021 to provide funding to support the salary and benefits of the full-time RSVP Volunteer Coordinator position;
- continuation of the Stookey Township grant for the Retired Senior Volunteer Program in the amount of \$5,000 for the period April 1, 2020 through March 31, 2021 to provide funding to support approximately 7% of the salary and benefits of the full-time RSVP Volunteer Coordinator position; and
- continuation of the State of Illinois, Department of Public Health Intergovernmental Grant Agreement for the 3rd year of the 3-year grant cycle to fund the Belleville AmeriCorps Program in the amount of \$371,685 for the period July 1, 2020 through December 31, 2020.

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

AGREEMENTS

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

- new five-year program plan between McKendree University and Southwestern Illinois College, District #522 to facilitate transfer for SWIC AA degree graduates to earn a Bachelor of Science degree in Exercise Science and a Master of Science degree in Athletic Training at McKendree University;
- new partnership agreement between Coulterville High School and Southwestern Illinois College, District #522 to allow high school seniors who successfully complete the Transitional Math course at Coulterville High School to be deemed "math college-ready" by SWIC and eligible to take either Math 107 or Math 111 at SWIC without further placement requirements;
- renewal program articulation agreement between Greenville University and Southwestern Illinois College, District #522 to allow students who earn an Associate degree to transfer to Greenville University on a guided pathway for completion of a Bachelor of Science degree in Elementary Education or Early Childhood Education;
- renewal of Undergraduate Teacher Education Partnership and 2+2 Agreement in Elementary Education between Greenville University and Southwestern Illinois College, District #522 to facilitate students' completion of an associate's degree from SWIC and a bachelor's degree from Greenville University with an endorsement in elementary education from the State of Illinois; and
- renewal of the Motorcycle Rider Program Agreement between Southern Illinois University Carbondale and Southwestern Illinois College, District #522 effective February 1, 2020 through the end of the approved course schedule for 2020.

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

GIFTS TO THE COLLEGE

Chief Administrative Services Officer Ysursa reported gifts of t-shirts to Athletics and books and DVDs to the Belleville Campus Library.

Mr. Blomenkamp 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.)

STUDENT SERVICES UPDATE

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

Student Outreach Projects/Events

- Contacted students with classes in their shopping cart (pending enrollment) to assist them in the registration process. 924 students were contacted in these efforts.
- Spring 2020 bills were due December 2, 2019. Student Services is making personal calls to notify students of payment responsibility and make them aware of options such as financial aid and payment plans.
- Student Services was open extended hours to assist December high school graduates on the enrollment process for Spring 2020 on November 5th, 2019.
- Student Services presented to the Liberal Arts and Humanities division on the importance of timely reporting.
- The Registration Coordinator presented to the Deans regarding rosters and grade reporting.
- Admissions hosted an early bird tour for high school students on November 27th, 2019. We had 20 students/parents attend the tour to learn about the registration process for Spring 2020.

Financial Aid/Veteran Services Update

- Financial Aid Staff attended a Fall 2019 Financial Aid Workshop to learn about upcoming regulation changes and best practices on servicing students.
- The 2020-2021 FAFSA opened October 1, 2019. To assist students and parents with FAFSA completion we are visiting high schools and holding FAFSA Completion Workshops. Financial Aid is working with Marketing to notify student of required documentation for the 20-21 academic year.
- The Veteran Services Coordinator represented SWIC at the St. Clair County VA Clinic event on November 1st and the VA Clinic at the Collinsville American Legion on December 7th.

Student Services

- Academic Advising, Enrollment Services, Financial Aid, and Student Accounts have worked with instruction to provide course content for ORIE 101.
- Student Services held training opportunities for staff regarding the following topics. We received positive feedback and plan to continue this on an annual basis.

Date	Time	Topic	Presenter
Tuesday, Sept. 24th	10:00-10:45 and 2:00-2:45	FERPA/Delegated Access	Ann Jones
Thursday, Sept. 26 th	10:00-10:45 and 2:00-2:45	Refund Policy/Petition for Credit	Student Accounts
Wednesday, Oct. 2nd	10:00-10:45 and 2:00-2:45	Return of Title IV (Aid Adjustments)	Miranda Harris
Friday, Oct. 4th	10:00-10:45 and 2:00-2:45	Veteran Benefits	Jessica Evans/Myki Rhodes
Tuesday, Oct. 8th	10:00-10:45 and 2:00-2:45	Scholarship Opportunities	Hillary Johnston
Thursday, Oct. 10th	10:00-10:45 and 2:00-2:45	Student Employment	Chelsey Mikuleza/Connie Witsberger
Wednesday, Oct. 16th	10:00-10:45 and 2:00-2:45	Campus Resources	Greg Mask
Friday, Oct. 18th	10:00-10:45 and 2:00-2:45	Advising Overview	Ann Jones and Patrick McKelvey
Tuesday, Oct. 22nd	10:00-10:45 and 2:00-2:45	IT Services	Toni Gass
Thursday, Oct. 24th	10:00-10:45 and 2:00-2:45	Steps to Enrollment	Ann Jones
Wednesday, Oct. 30th	10:00-10:45 and 2:00-2:45	SAP/Financial Aid Appeals	Chelsey Mikuleza/Connie Witsberger
Friday, Nov. 1st	10:00-10:45 and 2:00-2:45	Student Center Review	Jessica Evans/Chris Melvin
Tuesday, Nov. 5th	10:00-10:45 and 2:00-2:45	Wellness Advocate	Ami Lilley Plexico
Thursday, Nov. 7th	10:00-10:45 and 2:00-2:45	Student Conduct	Staci Oliver
Wednesday, Nov. 13th	10:00-10:45 and 2:00-2:45	Outstanding Debts/Payments	Debby Politsch/ Josh Moody
Friday, Nov. 15th	10:00-10:45 and 2:00-2:45	Important Dates	Hillary Johnston

RESIGNATIONS

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

Joshua Moody, Accounts Receivable Specialist in the Student Services Division, effective close of business December 2, 2019; and

Ryan Crouse, Academic Records Coordinator in the Student Services Division, effective close of business December 6, 2019.

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

RETIREMENT NOTIFICATIONS

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees approve the following retirement notifications:

Susan Smith, Library Services Assistant at the Belleville Campus, effective close of business December 12, 2019;

Lou Calcaterra, Payroll Manager, effective close of business December 31, 2019; and

Debby Politsch, Manager of Student Accounts in the Student Services Division, effective close of business December 31, 2019.

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

APPOINTMENTS

Chief Human Resources and Operations Officer Anna Moyer presented the following appointment recommendations:

Anthony Nesbitt, Pam Pruitt, Tina Rambo and Trudy Schneider to the part-time grant-funded SWIC EE position of ATS Driver effective January 2, 2020 at \$12.79 per hour for up to 28 hours per week;

Daris Hicks to the full-time grant-funded SWIC EE position of Education to Careers Coordinator effective January 2, 2020 at an annual salary of \$35,965;

Torrin Suedmeyer to the full-time grant-funded administrative position of Adult Transition Services Coordinator effective January 2, 2020 at an annual salary of \$48,000 and contingent upon the continued receipt of external funding;

Karen Hiles to the full-time grant-funded SWIC EE position of Literacy ELA Secretary effective January 2, 2020 at an annual salary of \$30,016;

Melanie Pailer to the part-time non-union position of Art Model effective January 6, 2020 at \$14.00 per hour for up to nine hours per week;

Jamie Schrader to the retitled and restructured full-time administrative position of Accountant II effective January 1, 2020 at an annual salary of \$61,000 and subject to the provisions of the Personnel Procedures for Administrators; and

Susan Leahy to the retitled and restructured full-time administrative position of Accountant II effective January 1, 2020 at an annual salary of \$61,000 and subject to the provisions of the Personnel Procedures for Administrators.

Trustee Campo questioned the Accountant II positions and the request for another one and two new Accountant I positions. Chief Human Resources and Operations Officer Moyer stated Payroll Manager Lou Calcaterra retired. Administration is requesting to backfill that position with the new Accountant II position. This process will be evaluated to determine if that will work or if a payroll manager is needed.

Mr. Verdu moved, seconded by Mr. Blomenkamp, 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.)

REQUESTS TO REHIRE AND REQUESTS TO HIRE

Chief Human Resources and Operations Officer Moyer presented a request to rehire Theodore Dolter and Linda Dawkins as part-time faculty (Chemistry) effective Spring 2020 semester and not to exceed one year per Board Policy 3005 at a determined salary based on educational attainment and number of credit hours assigned in accordance with the Adjunct Faculty Collective Bargaining Agreement; and to hire part-time faculty for the Spring 2020 semester at a determined salary based on educational attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current Adjunct Faculty Collective Bargaining Agreement:

Arts and Humanities

Dr. Mattheew Allison, Music
Dr. Brian Cameron, Philosophy
Lindsay Doolittle, English
Dr. Amy Gangloff, History
Ruth Mueller, English and Film
Erin Shook, English
Caren Vittetoe, Music
Dr. Donna White, Behavioral Sciences
Janet Wolf, English and Film
Dr. Pablo Zavala, Communications, Language and Theatre

Health Sciences & Homeland Security

Denise Caldwell, Nursing Education
Tyler Shope, Medical Assistant

Math and Science

Patricia Haislar, Horticulture
Anne Ilvarson, Biology
Sara Siegfried, Biology
George Vicari, Engineering

Technical Education

Justin Bushong, Precision Machining Technology

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

CONTINUED EMPLOYMENT FOR SECOND YEAR (FY 2021) OF SERVICE

Chief Academic Officer Gina Segobiano presented a request to approve the following non-tenured full-time faculty for continued employment for the second year of service (AY20-21):

Arts and Humanities

Laura Boville, English
Tracey Hayes, Behavioral Sciences

Kelly Padden, Communications, Language and Theatre
Jennika Smith, English
Darcy Wente-Hahn, Communications, Language and Theatre

Health Sciences & Homeland Security

Jennifer Charles-Ajao, Nursing Education
Eric Danford, Deputy Director of the Police Academy and AOJ Faculty
Casie Dugan, Radiologic Technology
Dianne Iberg, Medical Laboratory Technology
Angelia Gilbreth, Nursing Education
Monica LeGrand, Nursing Education
Carole Presson, Police Academy

Technical Education

David Berry, Industrial Technology
Mitchel McFarland, Welding

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees approve continued employment for second year of service as presented. The motion carried. (This item will appear on the consent agenda.)

EXECUTIVE SESSION

Mr. Blomenkamp moved, seconded by Mr. Verdu, to move into Executive Session at 5:25 p.m. to discuss personnel matters (5 ILCS 120/2(c)(1)). Upon a roll call vote, those trustees voting aye were Mr. Blomenkamp, Mr. Verdu and Mr. Morton. Nays: None. Absent: None. PASSED)

There was consensus to return to regular session at 5:30 p.m.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

There was no action taken as a result of Executive Session.

CONTINUED EMPLOYMENT FOR THIRD YEAR (FY 2021) OF SERVICE

Chief Academic Officer Segobiano presented a request to approve the following non-tenured full-time faculty for continued employment for the third year of service (AY20-21):

Health Sciences & Homeland Security

Elizabeth Repp, Respiratory Care

Technical Education

Nicholas Douglas, Electrical/Electronics

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees approve continued employment for third year of service as presented. The motion carried. (This item will appear on the consent agenda.)

REQUEST TO CREATE AND TO ADVERTISE

Chief HR and Operations Officer Moyer presented a request to create and to advertise the following full-time administrative positions:

Schmidt Art Center Office Manager
Accountant I (2)
Accountant II
Business Analyst for Instruction
Academic Advisor (3)

Trustee Campo inquired about the Schmidt Art Center Curator position. Ms. Moyer reported we tried a different approach. In order to continue operations and planned exhibitions, and offer both educational and public services, an interim staffing plan was approved at the October meeting of the Board of Trustees. The plan included an interim Office Manager in addition to the interim Curator role. The combination of the two roles has been effective.

The Instructional Business Analyst position will increase functionality in scheduling, updating software, course evaluations, and streamline reporting to create a foundation for enrollment development.

Trustee Campo questioned the Academic Advisor positions. Executive Director of Enrollment Development Bob Tebbe reported there has been a lot of turnover, i.e. SAFB, RBC. The Academic Advisor positions are helpful and play an important role in the students' enrollment experience and have a direct tie to retention. The wait time to meet with an Academic Advisor went from over an hour to 20 minutes, streamlining their actual visit. We are trying to improve our services in the District, and we are using Academic Advisors for those services.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees create and advertise the above full-time administrative positions as presented. The motion carried. (This item will appear on the consent agenda.)

REQUESTS TO ADVERTISE

Ms. Moyer presented the following requests to advertise:

Full-time Administrative Position: Web Site Designer/Programmer
Part-time Custodial Position, SWGCC
Full-time Faculty: Art
Full-time Grant-funded SWIC EE Position: Secretary, ATS

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 November 2019. There are a total of five newly-hired employees and 12 Persons of Interest on the November 2019 report.

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

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, January 13, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Blomenkamp moved, seconded by Mr. Verdu, to adjourn the meeting at 5:40 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees