

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
February 13, 2019
5:00 p.m.

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

Committee member absent: Philip L. Smith

Trustees present: John Blomenkamp
Richard Roehrkasse
Stephanie Scurlark-Belt

Administrators present: Nick J. Mance
Bernie Ysursa

Linda Andres
Janet Fontenot, Ed.D.
Rob Luttrell
Anna Moyer
Missy Roche

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:03 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Verdu moved, seconded by Mr. Morton, to approve the minutes of the meeting of January 14, 2019 and the Executive Session of January 14, 2019 as submitted. The motion carried.

GRANTS

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

- Continuation of Senior Companion Program grant from Stookey Township in the amount of \$5,000 for the period April 1, 2019 through March 31, 2020 to provide funding for program volunteers in support of their travel to and from client's homes;
- Continuation of Retired Senior Volunteer Program (RSVP) grant from Stookey Township in the amount of \$5,000 for the period April 1, 2019 through March 31, 2020 to support approximately 7% of the salary and benefits of the full-time RSVP Volunteer Coordinator position;

- Continuation of the ATS grant from Stookey Township in the amount of \$10,000 for the period April 1, 2019 through March 31, 2020 to provide funding for the purchase of rolling stock and operational support of ATS;
- Continuation of the Retired Senior Volunteer Program (RSVP) grant from St. Clair Township in the amount of \$4,200 for the period April 1, 2019 through March 31, 2020 to support approximately 7% of the salary and benefits of the full-time RSVP Volunteer Coordinator position;
- Continuation of the ATS grant from St. Clair Township in the amount of \$8,137 for the period April 1, 2019 through March 31, 2020 to provide funding for the purchase of rolling stock and operational support of ATS; and
- Continuation of the St. Clair County-Multipurpose Senior Center Program grant from the St. Clair County Board in the amount of \$62,500 for the period January 1, 2019 through December 31, 2019 to fund activities, information, social and health services to senior citizens age 55 and over.

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

AGREEMENTS

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

- Renewal facility agreement between Red Bud Regional Hospital, Red Bud, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- Ratification of new agreement between SkillsUSA Illinois and Southwestern Illinois College, District #522 to provide for Southwestern Illinois College to host a SkillsUSA Qualifying Conference scheduled for March 1, 2019;
- Renewal agreement between Freeburg District #70 More at Four Pre-K, Freeburg, Illinois and Southwestern Illinois College, District #522 to identify Southwestern Illinois College as a partner with the More at Four Program to promote families as lifelong educators, learners, and advocates for this child's developmental and educational success;
- New facility agreement between Harmony-Emge School District #175, Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;
- Renewal facility agreement between Highland CUSD #5, Highland, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;

- Renewal facility agreement between Kaleidoscope of Kids, Collinsville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;
- New facility agreement between Miracle Development Temple Child Care Center, Cahokia, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;
- New facility agreement between New Baden Elementary School Wesclin CUSD #3, New Baden, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;
- New facility agreement between Willow Walk Learning Center, Trenton, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College; and
- Renewal agreement between Illinois Department of Public Health - Belleville Americorps and Southwestern Illinois College, District #522 for Belleville Americorps and its partners (City of Belleville, Belleville School Districts 118 and 175, Franklin Neighborhood Association and Harmony Neighborhood Community Association) to provide tutoring services and engage community volunteers to respond to locally identified needs. (Note: this agreement is for the current 2018-2019 program year which began July 1, 2018 and concludes December 31, 2019.)

The motion carried. (This item will appear on the consent agenda.)

COURSE FEE ADJUSTMENTS

Dean Fontenot presented a request to authorize course fee adjustments for MGMT 270, MGMT 206 and ACCT 206. The proposed course fee adjustments will cover the cost for student employees who provide technical support for faculty and students in the computer labs. The fees will also cover the cost of specialized software and printing costs.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the course fee adjustments. The motion carried. (These items will appear on the consent agenda.)

FINANCIAL AID UPDATE

Vice President Oliver was not present; her monthly Financial Aid update was entered into the public record:

Spring 2019

The Financial Aid, Veteran Services and Student Employment Office focused on providing excellent customer service during our peak season. During the month of January, the office serviced approximately 3,951 students in-person. Services provided included financial aid counseling, FAFSA completion, veteran certifications and general questions regarding financial aid and veteran services. During this period, students were authorized funds to purchase their textbooks and supplies to assist them in their academic success. The office is currently preparing for our first financial aid disbursement that is set to occur February 22nd with excess funds mailed out on February 25th.

2019-2020 Aid Year

The Financial Aid Office has started communicating with students regarding required 2019-2020 financial aid documents. All students with pending financial aid documentation requirements will receive an email at their SWIC student email account. Emails will continue every 30 days as a reminder until paperwork is received. The improved communication will allow students to see their financial aid awards much sooner than years past. Proactive measures are also being taken by reaching out to students via phone to make them aware of financial aid requirements for the upcoming year.

Outreach Events

Financial Aid collaborated with Admissions who hosted an annual High School Visit Day. The event was attended by over 200 students and several parents and guests. The Director of Financial Aid, Veteran Services and Student Employment presented to students participating in high school visit day. He provided an overview of the financial aid process. Our PALS department also participated in High School Visit Day helping with campus tours.

We will be participating in the annual College Fair on Sunday, February 24th from 1:30-3:30. FAFSA completion workshops will be conducted, followed by a presentation by the Director of Financial Aid, Veteran Services and Student Employment.

RESIGNATION

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

Jacob Fowler, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business January 25, 2019. Officer Fowler has accepted a full-time position with the City of Belleville.

The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

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

The full-time administrative position of Academic Advisor in the Student Services Division effective March 18, 2019 at an annual salary of \$40,000 with employment subject to the Personnel Procedures for Administrators. Alexis Lambert's qualifications meet or exceed the requirements for the position. She holds a Bachelor of Arts in Psychology from Eastern Illinois University and is pursuing a Master of Science degree in College Student Personnel Administration from SIUE with an anticipated May 2019 completion. Ms. Lambert possesses work experience at Florida International University, SIUE and Eastern Illinois University and has completed the Walt Disney World College Intern Program. (Note: over 100 applicants applied for this position.)

The motion carried. (This item will appear on the consent agenda.)

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

The part-time SWIC EE position of Office Assistant in the Adult Education Division at the Sam Wolf Granite City Campus effective March 1, 2019 at the rate of \$12.79 per hour for up to 28 hours per week. This position became available due to the resignation of Aimee Pargin and is fully funded in the FY19 budget. Janet Rinehart meets the requirements established for this position. Her office experience derived from her current and previous employer supports her appointment to this position.

The motion carried. (This item will appear on the consent agenda.)

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

The full-time position of Public Safety Commissioned Officer at the Belleville Campus effective March 1, 2019 at a salary of \$38,188 (\$18.36 per hour) with employment subject to provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS). This position became vacant based upon the resignation of Jacob Fowler, pending Board of Trustees approval. Joe Skortz' background, skills and attributes meet or exceed the requirements established for this position. He completed the Southwestern Illinois Police Academy in 2017 and is next on the eligibility hiring list approved by the Board of Trustees in October 2018.

The motion carried. (This item will appear on the consent agenda.)

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

The part-time position of Public Safety Dispatcher at the Belleville Campus effective March 1, 2019 at a rate of \$10.38 per hour with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. The Public Safety Dispatcher vacancy is a result of two recent resignations. Cynthia Holten holds a Bachelor of Science degree with a major in Criminal Justice from SIUE and possesses experience interning with the Illinois State Police in Collinsville.

The motion carried. (This item will appear on the consent agenda.)

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

The part-time position of Public Safety Dispatcher at the Sam Wolf Granite City Campus effective March 1, 2019 at a rate of \$10.38 per hour with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. The Public Safety Dispatcher vacancy is a result of a recent resignation. Kaitlynn Orr is a current student at Southwestern Illinois College attending classes in Administration of Justice.

The motion carried. (This item will appear on the consent agenda.)

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

The part-time position (2) of Custodian at the Sam Wolf Granite City Campus effective March 1, 2019 at an hourly rate of \$12.88, Local 148, AFL-CIO. Gina Hill's and Zachary Webb's background skills and attributes meet or exceed the requirements established for this position.

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

The full-time administrative position of Student Services Coordinator effective March 4, 2019 at an annual salary of \$45,000 with employment subject to the provisions of the Personnel Procedures for Administrators. Hillary Johnson holds a Bachelor of Science degree in Business Management from SIUC and possesses six years higher education experience in financial aid and student service at SIUC.

The motion carried. (This item will appear on the consent agenda.)

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

The full-time grant-funded administrative position of Director of Transportation, Alternative Transportation System (ATS) effective March 1, 2019 at an annual salary of \$82,500 with employment subject to the provisions of the Personnel Procedures for Administrators. This position became available due to the pending retirement of William Wasson. Robert Wilson's education and professional experience support his appointment for this position. He holds a Bachelor of Science degree in Transportation and Logistics from American Military University and recently completed his Master's degree in Business Administration.

The motion carried. (This item will appear on the consent agenda.)

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

The full-time grant-funded administrative position of Assistant Director of Transportation, Alternative Transportation System (ATS) effective May 1, 2019 at an annual salary of \$55,000 with employment subject to the provisions of the Personnel Procedures for Administrators. This position became available due to the retirement of Charles Floyd. Timothy Andrus holds a Bachelor of Arts in Organization Management from Ashford University in Iowa, graduating Cum Laude. He currently serves as the Petroleum Logistics Operations Superintendent for SAFB as well as the Lead Inspector for the Air Mobility Command Inspector General Office. Mr. Andrus' 20-year career in the USAF ends in February 2019.

The full-time grant-funded administrative position of Assistant Director of Transportation, Alternative Transportation System (ATS) effective March 18, 2019 at an annual salary of \$54,000 with employment subject to the provisions of the Personnel Procedures for Administrators. John Schmidt possesses eight years' professional transportation experience and supervisory and management experience. He has been employed by ATS as a Driver, Dispatcher, and is currently the Safety and Training Coordinator.

The motion carried. (This item will appear on the consent agenda.)

REQUESTS TO HIRE

Dean Fontenot presented a request 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:

Brianne Funk, Administration of Justice - Police Academy; and
Chris Mattingly, Administration of Justice - Police Academy.

These positions are fully funded in the FY19 budget. Salary is determined based on educational attainment and number of credit hours assigned.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees hire Brianne Funk and Chris Mattingly as part-time faculty in the Health Sciences & Homeland Security Division for the Spring 2019 semester as presented. The motion carried. (This item will appear on the consent agenda.)

Dr. Fontenot presented a request to hire Whitey O'Dell as a part-time LACE Assistant in the Respiratory Care program, Health Sciences & Homeland Security Division, at an hourly rate of \$20.37 not to exceed five hours per week for the 2019 Spring semester. This position is paid with lab fees and is fully funded in the FY19 budget.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees hire Whitey O'Dell as a part-time LACE Assistant in the Respiratory Care program, Health Sciences & Homeland Security Division, at an hourly rate of \$20.37 not to exceed five hours per week for the 2019 Spring semester. The motion carried. (This item will appear on the consent agenda.)

Dr. Fontenot presented a request to hire Kimberly Watkins-Cooper as Belleville AmeriCorps Quarter-time Volunteer Coordinator, Franklin Neighborhood Community Association/Belleville Public School District #118 for the 2018/2019 program year. This position is fully funded in the FY19 Belleville AmeriCorps budget.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees hire Kimberly Watkins-Cooper as Belleville AmeriCorps Quarter-time Volunteer Coordinator, Franklin Neighborhood Community Association/Belleville Public School District #118 for the 2018/2019 program year. The motion carried. (This item will appear on the consent agenda.)

RATIFICATION OF EMERGENCY HIRES

Trustees Verdu and Morton agreed to an omnibus vote to ratify the hiring of part-time personnel under the emergency hire conditions.

Ivan Simms, Part-time Non-union Fitness Center Lab Assistant at the Sam Wolf Granite City Campus, at the rate of \$16.58 per hour for less than ten hours per week;

Jeffrey Baltes, Part-time seasonal Greenhouse Technician at the Belleville Campus, at the rate of \$15.00 per hour up to 28 hours per week February 11, 2019 through April 30, 2019; and

Torri Kuhse, Part-time seasonal Greenhouse Technician at the Belleville Campus, at the rate of \$15.00 per hour up to 28 hours per week February 11, 2019 through April 30, 2019.

The two part-time seasonal Greenhouse Technicians will provide care of live plants, maintenance of greenhouse equipment and supplies, monitoring of inventory, maintenance of stock levels and assistance with the selection of materials needed for the annual plant sale.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the hiring of Ivan Simms, Jeffrey Baltes and Torri Kuhse as presented. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE

Trustees Verdu and Morton agreed to an omnibus vote to consider all the requests to advertise at one time with one motion:

Full-time Administrative Position: Dean of Math and Science;
Full-time Administrative Position: Dean of Arts and Humanities;
Full-time SWIC EE Position: Administrative Secretary in the Liberal Arts Division;
Part-time SWIC EE Position: Success Center Computer Lab Assistant, BC;
Part-time SWIC EE Position: Testing Center Office Clerk, BC;
Part-time SWIC EE Grant-funded Position: Early School Leaver Coordinator, SWGCC;
Part-time SWIC EE Position: Instructional Services Assistant in the Liberal Arts Division, BC
Full-time Custodian (bid process will determine Campus); and
Full-time SWIC EE Position: Safety and Training Coordinator (ATS).

Mr. Verdu moved, seconded by Mr. Morton, to authorize administration to advertise the full-time and part-time positions as presented. The motion carried.

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

Executive Director of Human Resources Anna Moyer presented the monthly report of part-time personnel actions for January 2019. There are a total of 24 newly-hired employees; four persons of interest; and three terminations (2 SWIC EE and 1 Public Safety) on the January report.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the January 2019 part-time personnel report. The motion carried. (This item will appear on the consent agenda.)

2019 ICCTA DISTINGUISHED ALUMNUS NOMINEE

Vice President Ysursa presented a request to accept the nomination of Antoinette D. Hayes-Triplett as the college's candidate for the 2019 ICCTA Distinguished Alumnus Award. Ms. Hayes-Triplett holds an Associate of Arts degree from SWIC. Her belief that education can impact generations of people and someday help end poverty led her to establish six \$1000 scholarships for East St. Louis Sr. High School graduates obtaining an AAS degree at SWIC.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the nomination of Antoinette D. Hayes-Triplett as the college's candidate for the 2019 ICCTA Distinguished Alumnus Award. The motion carried. (This item will appear on the consent agenda.)

EXECUTIVE SESSION

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

There was consensus to return to regular session at 5:50 p.m.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

NEXT COMMITTEE MEETING

The next meeting of the Personnel, Programs and Services Committee is Monday, March 11, 2019 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Verdu moved, seconded by Mr. Morton, to adjourn the meeting at 5:52 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees