

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**January 14, 2019**  
**5:00 p.m.**

Committee members present:	Robert G. Morton, Chairman Eugene Verdu
Trustee absent:	Philip L. Smith
Trustees present:	John Blomenkamp Harry Briggs, Ph.D. Sonny Wilson, Student Trustee
Administrators present:	Nick J. Mance Staci Oliver Bernie Ysursa  Lisa Atkins Janet Fontenot, Ed.D. Anna Moyer Missy Roche Brad Sparks
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. Morton, to approve the minutes from the December 10, 2018 meeting as submitted. The motion carried.

**GRANTS**

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

- Amendment to Vocational Training and Adult Basic Education grant in the amount of \$8,335.50 for the period January 1, 2018 through December 31, 2018 to assist more students with job training;
- Continuation of St. Clair County Community Action Agency for a Transportation Assistance Program grant in the amount of \$10,000 for the period January 1, 2019 through December 31, 2019 to provide transportation assistance to eligible seniors/disabled riders who reside in St. Clair County;

- Amendment to Retired Senior Volunteer Program grant in the amount of \$500 for the period April 1, 2018 through March 31, 2019 to provide volunteers for nonprofit agencies in St. Clair and Madison Counties and to reimburse within certain guidelines;
- Amendment to Foster Grandparent Program grant in the amount of \$4,400 for the period July 1, 2018 through June 30, 2019 to be used for 65 Foster Grandparents and two staff members to administer “rechecks” on state and federal background checks as required for compliance by CNCS; and
- Amendment to Senior Companion Program grant in the amount of \$8,200 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. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the following agreements:

- Renewal agreement between Association of Bright Learners’ Education (ABLE) and Southwestern Illinois College, District #522 to offer a variety of programs as developed in conjunction with SWIC’s Community Education;
- Renewal agreement between Kindred Hospital East, LLC, St. Louis, MO and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- Renewal agreement between Memorial Care Center, Belleville, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- Amendment to renewal agreement between Mercy Health East Communities, St. Louis, MO and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience; and
- Renewal agreement between Southern Illinois University Carbondale and Southwestern Illinois College, District #522 to offer Motorcycle Rider program at the Belleville Campus of Southwestern Illinois College.

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

### **GIFT TO THE COLLEGE**

Vice President Ysursa reported a gift an acrylic on canvas painting to the Schmidt Art Center

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

## **NEW COURSE FEES**

Dean of Technical Education Brad Sparks presented course fees for the Aviation Pilot Training courses which are to support the increase in helicopter flight costs; briefing session costs, exam fees; aircraft rental fees; classroom training materials and consumables; student helmets and digital flight bags; simulator instruction costs and ground instruction.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the course fee adjustments. 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:

### 2019-2020 Academic Year

- Students have been able to apply for the 2019-2020 FAFSA since October 1, 2018.
- The Department of Education has released minimal verification changes for the 2019-2020 year in which the Financial Aid Office is in the process of reviewing.
- The Financial Aid office has begun processing paperwork for Fall 2019 in order to provide students with award information for the 2019-2020 year.

### Spring 2019

- Students had the ability to use their financial aid to purchase textbooks in the Barnes & Noble bookstore beginning January 7th.
- Office hours were extended for Spring 2019 peak time.
- 1/8: Office will be open from 8-7PM. (Tuesday)
- 1/15: Office will be open from 8-7PM. (Tuesday)

### Veterans Update

For the month of December we have certified 274 students for VA educational benefits, and 71 have received state benefits for Spring 2019. All veterans' files have been processed and are up to date. At this time last year 235 students were certified and 60 were receiving state benefits for Spring 2018.

### Outreach Update

The PALS Program participated in two outreach events during the month of December.

## **RESIGNATIONS**

Vice President Ysursa presented the following resignations:

Laura Mondy, Business Intelligence Analyst-Programmer, effective close of business January 25, 2019. Ms. Mondy has been a valued employee at the college since January 2008; and

Michele Crehan, Foundation Special Events Administrative Assistant, effective close of business January 15, 2019. Ms. Crehan has accepted employment located closer to her home.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignations of Laura Mondy and Michele Crehan as presented. The motion carried. (These items will appear on the consent agenda.)

## **RETIREMENT NOTIFICATION**

Dean Janet Fontenot presented a request to accept the retirement notification of Gary Gardner, Associate Professor in the Nursing Program, Health Sciences & Homeland Security Division, effective close of business May 31, 2019. Mr. Gardner has been a valued member of the full-time faculty at Southwestern since August 2005.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Gary Gardner, Associate Professor in the Nursing Program, Health Sciences & Homeland Security Division, effective close of business May 31, 2019. The motion carried. (This item will appear on the consent agenda.)

## **APPOINTMENTS**

Chairman Morton requested an omnibus vote on the appointments; Trustee Verdu agreed.

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

Larry Gardner, Rosalind Rodgers and Jamaine Smith to the part-time grant-funded SWIC EE positions of ATS Driver effective February 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week;

Haley Horton to the full-time administrative position of Recruitment and Retention Specialist in the Enrollment Services Division effective February 1, 2019 at an annual salary of \$40,000 and subject to the provisions of the Personnel Procedures for Administrator;

Courtney Price to the full-time administrative position of Academic Advisor in the Enrollment Services Division effective February 1, 2019 at an annual salary of \$40,000 and subject to the provisions of the Personnel Procedures for Administrators;

Emma Graham to the part-time SWIC EE position of National Test Center Site Administrator and Test Proctor at Scott Air Force Base effective February 1, 2019 at an hourly rate of \$23.31 for up to 28 hours per week;

Alicia Price to the part-time SWIC EE position of English Specialist at the Belleville Campus Success Center effective February 1, 2019 at an hourly rate of \$24.86 for up to 28 hours per week;

Cynthia Jenkins to the part-time SWIC EE grant-funded position of Special Projects Coordinator-Transitional Services at the Belleville Campus effective February 1, 2019 at an hourly rate of \$23.31 for up to 28 hours per week; and

Jordan May to the full-time position of Commissioned Public Safety Officer at the Sam Wolf Granite City Campus effective February 1, 2019 at an annual salary of \$38,188 with employment subject to provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) – Southwestern Illinois College Chapter, 2016-2019.

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

### **APPOINTMENT RATIFICATIONS**

Chairman Morton requested an omnibus vote on the appointment ratifications; Trustee Verdu agreed.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the hiring of part-time faculty under emergency-hire conditions for the Spring 2019 semester:

Kimberly Miles, Medical Assistant  
Julie Range Covlin, Mass Communications  
Tom Calhoun, Mass Communications  
Brandon Schack, Biology  
Dr. Daniel Johnson, Biology

Trustee Blomenkamp questioned the emergency hire request; the salaries of the individuals; and asked why they were not included in the memo. Dean Fontenot replied the individuals needed to begin teaching classes before the next regularly scheduled committee/Board meetings. She added that in the future she will include the salaries on the memos to the trustees.

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

### **REQUESTS TO HIRE**

Chairman Morton requested an omnibus vote on the requests to hire; Trustee Verdu agreed.

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

Part-time faculty in the Technical Education Division and 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:

Kevin M. Connelly, Aviation Maintenance Program  
Jim Moseley, Aviation Pilot Training Program  
Paige Krausz, Nurse Assistant

Trustee Blomenkamp stated, "Once again, the salaried were omitted."

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

### **AMENDED EMPLOYMENT START DATE**

Executive Director of Human Resources Anna Moyer requested the Board of Trustees ratify the amended start date of Jean Ellen Oesterle to December 3, 2018 for the part-time grant-funded SWIC EE position of Activities & Recreation Specialist. The Board of Trustees previously approved Ms. Oesterle's hire effective September 4, 2018, but she was unable to begin employment.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the amended start date of Jean Ellen Oesterle as presented. The motion carried. (This item will appear on the consent agenda.)

### **AWARD OF TENURE**

Dean Fontenot presented a request to award faculty tenure to:

John Burnett, Heating, Ventilation, Air Conditioning & Refrigeration Program;  
Yvonne Hanger, Health Information Technology Program; and  
Ami Lilley Plexico, Wellness Advocate.

In accordance with the *Memorandum of Understanding* and applicable state law the above-named individuals are recommended for tenure with Southwestern Illinois College. The appropriate faculty review committee and dean concur in the awarding of tenure.

Mr. Verdu moved, seconded by Mr. Morton, to award faculty tenure to John Burnett, Yvonne Hanger, and Ami Lilley Plexico as presented. The motion carried. (This item will appear on the consent agenda.)

### **SECOND YEAR CONTINUED EMPLOYMENT FOR NON-TENURED FULL-TIME FACULTY**

Dean Fontenot presented a request for continued employment throughout 2019-2020 for Michael Dealy, Aviation Maintenance Technology Program. In accordance with the *Memorandum of Understanding* and applicable state law the above-named individual is recommended for continued employment with Southwestern Illinois College. Mr. Dealy has been evaluated in accordance with the *MOU*; and the appropriate faculty review committee and dean concur in the recommendation of continued employment.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve continued employment throughout 2019-2020 for Michael Dealy, Aviation Maintenance Technology Program. The motion carried. (This item will appear on the consent agenda.)

### **POSITION CLASSIFICATION REVIEW FOR SSS-038**

Executive Director Moyer reported a Position Classification Review meeting was held to formally review the job description for the Secretary of Physical Plant assigned to the SWGCC. The Classification Review Committee completed the review and recommended the position be reclassified to a Grade 5 from a Grade 4 position.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees assign SSS-038 to Grade 5 and to adjust the salary of Bargaining Unit member Rose Wolf to \$36,472 as defined in Article 15.D, page 42 of the SWIC Educational Employees Collective Bargaining Agreement, effective February 1, 2019. The motion carried. (This item will appear on the consent agenda.)

### **ASSIGNMENT OF PHYSICAL PLANT SHIFT LEADER**

Vice President Ysursa presented a request to authorize the assignment of Sylvester Collins to full-time Physical Plant Shift Leader (evening shift) at the Sam Wolf Granite City Campus effective February 1, 2019 at an hourly rate of \$29.85 according to the provisions of the agreement between Service Employees Union Local #116 and Southwestern Illinois College. This position is critical to maintaining the level of supervision needed in the evenings at the SWGCC. It consists of normal custodial duties along with providing work direction for part-time and full-time personnel; scheduling detailed work assignments for personnel; and coordinating the accomplishments of assigned duties.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees authorize the assignment of Sylvester Collins as presented. The motion carried. (This item will appear on the consent agenda.)

**REASSIGNMENT OF CAMPUS**

Dean Fontenot presented a request to reassign the following faculty members effective with the start of the Fall semester 2019 Opening Week activities, August 12, 2019:

Robert Wachtel, Associate Professor of Mathematics from the Red Bud Campus to the Belleville Campus; and

Dr. Dianna Shank, Professor of English, from the Sam Wolf Granite City Campus to the Belleville Campus.

The retirement of Connie Park, Professor of Mathematics, and the retirement of Monica Hatch, Associate Professor of English, effective August 1, 2019 created vacancies at the Belleville Campus. Per the current *Memorandum of Understanding*, a faculty member seeking to move to that campus shall be given the right of first refusal for the position prior to the job being posted.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees reassign faculty members Robert Wachtel and Dr. Dianna Shank as presented. The motion carried. (These items will appear on the consent agenda.)

**REQUEST TO TRANSFER**

Vice President Yursa presented a transfer request for full-time Commissioned Public Safety Officer Brendan Wright from the Sam Wolf Granite City Campus to the Belleville Campus effective February 1, 2019 subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and the Illinois Council of Police (ICOPS) – Southwestern Illinois College Chapter, 2016-2019. A recent resignation at the Belleville Campus created a vacancy.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the transfer request for full-time Commissioned Public Safety Officer Brendan Wright as presented. The motion carried. (This item will appear on the consent agenda.)

**REQUEST FOR ADDITIONAL CLASSIFICATION**

Dr. Fontenot stated ICCB Adult Education GATA budget guidelines provide that expenditures must be defined as individualized line items based on descriptive classifications approved as deliverable services under ICCB. Conducting assessment/testing and literacy services are part of the general responsibilities of all AE instructors at SWIC. Since these services are not considered a component of the instruction line descriptive for ICCB Adult Education, these services are considered additional duties and must be classified under other descriptive classifications defined under ICCB Adult Education’s GATA budget guidelines.

Dr. Fontenot presented a request to approve additional classification for Adult Education instructors to meet ICCB budgeting guidelines effective February 1, 2019 for the following personnel:

Baumgartner, Elizabeth M.  
Davis, Marie Elianie

Meddows, Mary Kay  
Rumph, Melissa R.

Dollins, Leonard Bryan  
Eden, Darrell Richard  
Fite, Teresa Katherine  
Fowler-Williams, Jennie R.  
Humphrey, Barbara Ann  
Johnson, Richard Kendall  
Kettler, Melissa A.  
McCain, Angel Renee

Schuetz, Phyllis Jeanette  
Sedabres, Rebecca Faye  
Silva, Lori D.  
Struckhoff, Cecelia Goelz  
Sutton, Katelyn  
Usery, James Albert  
York, Lea

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the additional classification for Adult Education instructors as presented. The motion carried. (This item will appear on the consent agenda.)

**REQUEST TO CREATE AND TO ADVERTISE A CONTINUOUS VACANCY OPENING**

Dr. Fontenot presented a request to create and to advertise a continuous vacancy opening to develop a pool of part-time non-union LACE Assistant applicants for the Respiratory Care Program in the Health Sciences & Homeland Security Division during the Spring 2019 semester with an expiration date of August 31, 2019. This position is paid out of lab fees and is fully funded in the FY19 budget. The rate of pay for the LACE Assistant is \$20.37 per hour for eight to nine hours per week.

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

**REQUESTS TO ADVERTISE**

Chairman Morton requested an omnibus vote on the requests to advertise; Trustee Verdu agreed.

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

Full-time administrative position: Business Intelligence Analyst Programmer  
Part-time SWIC EE position: Campus Technician Assistant  
Full-time SWIC EE position: Foundation Special Events Administrative Assistant  
Full-time faculty position: Nursing Education program  
Part-time grant-funded SWIC EE position: ATS Reservationist  
Part-time Public Safety Dispatcher at the Belleville Campus

The motion carried.

**MONTHLY NOTIFICATION OF PART-TIME PERSONNEL**

Vice President Ysursa presented the monthly report of part-time personnel actions. There were eight newly hired employees; four persons of interest; four SWIC EE terminations; and one part-time faculty termination on the December 2018 report.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the December 2018 part-time personnel report. 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 at 5:40 p.m. to discuss personnel. Upon a roll call vote those trustees voting aye were Mr. Verdu and Mr. Morton. Nay: None. Absent: Mr. Smith. PASSED*

*There was consensus to return to regular session at 5:55 p.m.*

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees increase the stipend for the Board Secretary to \$20,000 annually effective July 1, 2018. The motion carried. (This item will appear on the consent agenda.)

**NEXT COMMITTEE MEETING**

The next meeting of the Personnel, Programs and Services Committee is Monday, February 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 6:01 p.m. The motion carried.

Respectfully submitted,

\_\_\_\_\_  
Beverly J. Fiss  
Secretary to the Board of Trustees