

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
January 8, 2018
5:00 p.m.

Committee members present:	Robert G. Morton, Chairman Philip L. Smith Eugene Verdu
Trustees present:	John Blomenkamp Nick J. Mance Oscar Rodriguez, Student Trustee Richard Roehrkasse
Administrators present:	Georgia Costello, Ph.D. Clay Baitman Staci Clayborne Mark Eichenlaub, Ed.D. James Riha, Ph.D. Bernie Ysursa Janet Fontenot, Ed.D. Anna Moyer
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:05 p.m. and announced a quorum.

PUBLIC COMMENTS

Michelle Herrera, Childcare Specialist of SWIC Kids' Club Childcare Center, addressed the committee concerning closure of the Center. She provided statements from individuals who utilized the childcare services and former employees, as well as wait lists of those interested in the Center.

GRANTS

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

- Amendment to Madison County Community Service Block grant in the amount of \$17,694.59 for the period January 1, 2017 through December 31, 2017 to provide for skills training programs and Adult Basic Education testing; (note: the grant provides tuition for Adult Education students enrolled in skills training programs, i.e. Certified Nurse Assistant, at the Sam Wolf Granite City Campus and pays High School Equivalency testing fees for low income students in Madison County);

- New Alzheimer's Dementia grant from AgeSmart Community Resources in the amount of \$6,500.00 for the period October 1, 2017 through January 31, 2019 to fund two separate SAVVY caregiver trainings;
- Continuation of Foster Grandparent Program grant in the amount of \$18,369.00 for the period July 1, 2017 through June 30, 2018 to provide mentoring and tutoring to special needs children ranging in age from infancy to 21; (note: this allocation represents an increase of \$3,363 from FY 2017);
- Continuation of Retired Senior Volunteer Program grant from the Illinois Department on Aging in the amount of \$44,006 for the period July 1, 2017 through June 30, 2018 to provide volunteers for nonprofit agencies in St. Clair and Madison counties and to reimburse volunteers within certain guidelines (note: the award reflects an increase of \$10,386 from FY 2017);
- Amendment to City of Belleville General and Community Assistance grant in the amount of \$37,000 for the period July 1 2016 through March 31, 2018 to support various PSOP programs; (note: this grant was accepted by the SWIC Board of Trustees in July 2017 for the period July 1, 2016 through December 31, 2017; an extension to March 31, 2018 has been granted to expend the funds which will allow PSOP to continue to offer services funded by this grant;
- New grant from Nuts, Bolts & Thingamajigs of Elgin, Illinois in the amount of \$2,500 for the period June 1, 2018 through August 15, 2018 to partner with SWIC to develop a 2018 Manufacturing Summer Camp Program; and
- New Illinois Board of Higher Education grant in the amount of \$17,753.18 for the period January 1, 2018 through August 31, 2018 to provide funding for 13 internships to support partnership initiatives to a wide range of academic programs areas, employers, and agencies.

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:

- Amendment to agreement between Red Bud Regional Hospital, Red Bud, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Nurse Assistant program) to participate in clinical experience;
- Renewal agreement between Southern Illinois Hospital Services, Carbondale, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Medical Laboratory Technology program) to participate in clinical experience;
- Renewal facility agreement between Children's Home + Aid, 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;

- New facility agreement between St. Louis Crisis Nursery, St. Louis, Missouri and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at Southwestern Illinois College;
- Amendment to agreement between Belleville AmeriCorps and Southwestern Illinois College, District #522 to revise the background check verbiage to include all staff who fall under Section 1 of the AmeriCorps Grant Budget Narrative; (note: the MOU must be amended in order to stay compliant with the grant requirements, the grant source, and the grant management).

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

GIFTS TO THE COLLEGE

Vice President Ysursa reported gifts of two lathes and HVAR parts to the Tech Ed Department; and gifts of two CISCO networking switches to the Business Division.

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

NEW COURSE FEES

Vice President Baitman presented the course fees which are all for new courses:

CAD 232	Structural Detail MTL CD & STD
CAD 233	Structural Detail CAD
CAD 234	Basic Structural Detail Draft
LIT 216	African American Literature
SLS 280	Performance Interpreting

Mr. Smith moved, seconded by Mr. Verdu, 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:

2018-2019 Academic Year

- Students have been able to apply for the 2018-2019 FAFSA since October 1, 2017.
- The Department of Education has released minimal verification changes for the 2018-2019 year in which the Financial Aid Office is in the process of reviewing.
- Our office has begun processing paperwork for fall 2018 in order to provide students with award information for the 2018-2019 year.

Spring 2018

- Students will have the ability to use their financial aid to purchase textbooks in the Barnes & Noble bookstore as early as January 8.
- We will have extended office hours for spring 2018 peak time:
 - 1/09: Office will be open from 8am-7pm
 - 1/13: Office will be open from 8am-4pm
 - 1/16: Office will be open from 8am-7pm

Veterans Update

Two hundred thirty-five students were certified for VA educational benefits during the month of December; and 66 students were certified for state benefits for spring 2018. All veterans' files have been processed and are up to date.

KIDS' CLUB CHILD CARE SERVICES

Vice President Clayborne presented the agenda topic Kids' Club Child Care Services. Kids' Club was designed to be a cost recovery program; and center enrollment was expected to cover operational costs. She reported in FY17 expenses were \$68,353 higher than revenue. This trend of significantly higher programmatic expenses compared to revenue is consistent in recent years. To date the fall 2017 enrollment has garnered \$11,696 in revenue toward the \$117,677 total budgeted amount of FY18 center operations.

Trustee Blomenkamp questioned how many kids can be accommodated; Ms. Clayborne stated 20 because of space. She added we hoped to have a new facility by now and that enrollment would increase, but that did not happen. Mr. Blomenkamp said, "I don't think we can continue with this program. While it is very worthwhile we cannot continue this downward spiral." Trustees Smith and Verdu agreed.

Dr. Costello reported money for the Early Childhood Care Center project at the Belleville Campus is stalled at the state level. It is an \$8.1M project; and we are \$2.1M into the project with \$6M coming from the state. She stated we are at a point that we cannot continue to supplement the Kids' Club Child Care program. We will consider reopening it in the future if conditions change or warrant it.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees eliminate Kids' Club Child Care Services effective close of business December 20, 2017 based on limited enrollment. The motion carried. (This item will appear on the consent agenda.)

RESIGNATION

Vice President Baitman presented the resignation of Kristen Albers, Instructional Support Assistant at the Sam Wolf Granite City Campus, effective close of business January 12, 2018. Ms. Albers has been a valued employee at Southwestern since May 2013.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Kristen Albers, Instructional Support Assistant at the Sam Wolf Granite City Campus, effective close of business January 12, 2018. The motion carried. (This item will appear on the consent agenda.)

RETIREMENT NOTIFICATIONS

Vice President Ysursa presented a request to accept the retirement notification of Brian Manring, full-time Custodian at the Belleville Campus, effective close of business December 31, 2017. Mr. Manring has been employed at the college for 31 years and has served in various areas/roles as a full-time Custodian.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of Brian Manring, full-time Custodian at the Belleville Campus, effective close of business December 31, 2017. The motion carried. (This item will appear on the consent agenda.)

Vice President Clayborne presented a request to accept the retirement notification of Deborah Veath, Financial Aid & Student Employment Secretary, effective close of business March 1, 2018. Ms. Veath has been a dedicated and valued employee for approximately 20 years.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of Deborah Veath, Financial Aid & Student Employment Secretary, effective close of business March 1, 2018. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to accept the retirement notification of Terese Langdon, Enrollment Services Specialist in the Enrollment Services Division, effective close of business January 5, 2018. Ms. Langdon has been a valued employee at Southwestern since September 2003.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of Terese Langdon, Enrollment Services Specialist in the Enrollment Services Division, effective close of business January 5, 2018. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to accept the retirement notification of Jana Ross, Biology Lab Technician in the Math and Sciences Division, effective close of business August 30, 2019. Ms. Ross has been a valued employee at Southwestern since May 1994.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of Jana Ross, Biology Lab Technician in the Math and Sciences Division, effective close of business August 30, 2019. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

Vice President Ysursa presented the following appointment request:

A full-time Commissioned Officer for the Public Safety Department at the Sam Wolf Granite City Campus effective January 18, 2018 at an annual salary of \$37,148.80 (\$17.86 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, 2012-2016. Keaton Wright's background, skills, and attributes meet or exceed the requirements established for this position. He is a 2017 graduate of SIUE with a Bachelor of Arts degree in Criminology and Criminal Justice. Mr. Wright will attend Southwestern Illinois Police Academy, Session 135, beginning January 25, 2018.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Keaton Wright to the position of full-time Commissioned Officer for the Public Safety Department at the Sam Wolf Granite City Campus effective January 18, 2018 at an annual salary of \$37,148.80 (\$17.86 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, 2012-2016. The motion carried. (This item will appear on the consent agenda.)

Vice President Ysursa presented the following appointment request:

A full-time Commissioned Officer for the Public Safety Department at the Belleville Campus effective February 1, 2018 at an annual salary of \$37,148.80 (\$17.86 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, 2012-2016. Brandon Borkowski's background, skills, and attributes meet or exceed the requirements established for this position. He was previously employed with the Public Safety Department as a part-time and a full-time Commissioned Officer and also employed by the Village of Shiloh. Mr. Borkowski is a military veteran, having served in the U.S. Air Force, Senior Airman and possesses experience/training in Security Forces and Combat Arms Training and Maintenance. An Illinois Law Enforcement Training and Standards Board training waiver will be submitted based on his prior successful completion of the Southwestern Illinois Police Academy-Basic Law Enforcement Training Course.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Brandon Borkowski to the position of full-time Commissioned Officer for the Public Safety Department at the Belleville Campus effective February 1, 2018 at an annual salary of \$37,148.80 (\$17.86 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, 2012-2016. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENT RATIFICATIONS

Based upon the emergency nature of necessary instruction for spring 2018 classes, and consistent with the authority granted to Board Attorney Hoerner, the following appointments were presented to the Personnel, Programs and Services Committee and require ratification by the Board of Trustees.

Adult Education Department (grant-funded)

Edward Smith, English as a Second Language (DOH 01-16-18)

Katelyn Sutton, English as a Second Language (DOH 01-16-18)

Sylvia Garrett, Adult Basic Education/Adult Secondary Education (DOH 01-17-18)

Michelle Cruise, Adult Basic Education/Adult Secondary Education (DOH 01-17-18)

Business Division

Christopher Allen, Paralegal Studies

Health Sciences & Homeland Security Division

Bernadine Gisher, Health Related Occupations

Willa Stout, Health Related Occupations

Marilyn Bogan, Nursing

Ashley Hundelt, Nursing

Liberal Arts Division

Taryn Pelch, Anthropology

Jenni Wilson, English

Keith Mocabee, English

Katrina Knebel, English

Tedla G. Woldeyohannes, Philosophy

Meghan Yandowskas, Music

Erik Meade, Philosophy

Math & Sciences Division

Rosemarie Vithayathil, Biology

K. Charles Knoth, Jr., Biology

Technical Education Division

Ronnie Coleman, Welding Technology

Michael Dealy, Aviation Maintenance Technology

Daniel Pearson, Electrical/Electronics Technology

Thomas Rudloff, Electrical/Electronics Technology

Mr. Smith moved, seconded by Mr. Verdu, to recommend appointing the above-named individuals by omnibus vote for ratification by the Board of Trustees, as referenced in the memo dated January 8, 2018. The motion carried. (This item will appear on the consent agenda.)

AWARD OF TENURE

Vice President Baitman presented a request to award faculty tenure to Angelia Blackman Donovan, Business Law and Paralegal Studies, effective August 13, 2018 in accordance with the *Memorandum of Understanding* and applicable state law. Ms. Donovan has completed the required series of evaluations; and the appropriate faculty review committee and dean concur in the awarding of tenure.

Mr. Smith moved, seconded by Mr. Verdu, to award faculty tenure to Angelia Blackman Donovan, Business Law and Paralegal Studies, effective August 13, 2018. The motion carried. (This item will appear on the consent agenda.)

REEMPLOYMENT FOR THIRD YEAR FOR NON-TENURED FULL-TIME FACULTY

Vice President Baitman presented a request for continued employment throughout FY 2018 for the following individuals, in accordance with the *Memorandum of Understanding* and applicable state law:

Jerald Bonifield, Industrial Technology and Precision Machining Programs;

John Burnett, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) and Plumbing Programs; and

Trenton Crews, Mathematics.

They have been evaluated in accordance with the *MOU*; and 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 FY 2018 for the above-named individuals as presented. The motion carried. (This item will appear on the consent agenda.)

REQUESTS TO HIRE

Vice President Clayborne requested authorization to hire a sufficient number of student workers to staff the Cyber Lounge operations, College Activities offices and scheduled district-wide Student Life events. The Federal Work Study student worker positions will fill up to 80 hours of work per week for the spring 2018 semester.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the hire of a sufficient number of student workers to staff the Cyber Lounge operations, College Activities offices

and scheduled district-wide Student Life events. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to hire a sufficient number of student workers in the Workforce Development Office at the Belleville Campus to fill 20 hours of work per week as receptionist in the Workforce Development Office and 40 hours per week to assist customers in the Southwestern Illinois workNet Center Office. These positions are funded by Federal Work Study.

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

Vice President Baitman presented a request to hire Tom Rudloff as part-time faculty in the Technical Education Division for the spring 2018 semester. Mr. Rudloff's appointment was ratified as an emergency hire January 8, 2018 to allow participation in opening week activities. He will teach Electrical/Electronics Technology, EET 240 beginning March 20, 2018.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees hire Tom Rudloff as part-time faculty in the Technical Education Division for the spring 2018 semester. The motion carried. (This item will appear on the consent agenda.)

Vice President Eichenlaub presented a request to hire the following grant-funded part-time faculty in the Adult Education Department for the spring 2018 semester. Instructors selected to teach Adult Basic Education/Adult Secondary Education are required to be able to teach any of the five subject matters of Adult Education: Science, Language Arts, Writing, Social Studies, and Math. Salary is determined based on educational attainment, actual instructional services, and the number of credit hours assigned.

- Lara Vause, Adult Basic Education/Adult Secondary Education (DOH 02-05-18)
- Angel McCain, Adult Basic Education/Adult Secondary Education (DOH 02-26-18)
- Melissa Rumph, Adult Basic Education/Adult Secondary Education (DOH 02-26-18)
- Jennie Fowler-Williams, Adult Basic Education/Adult Secondary Education (DOH 02-26-18)
- James Usery, Adult Basic Education/Adult Secondary Education (DOH 02-26-18)
- Teresa Fite, Adult Basic Education/Adult Secondary Education (DOH 02-26-18)
- Melissa Kettler, Adult Basic Education/Adult Secondary Education (DOH 03-07-18)
- Barbara Humphrey, Adult Basic Education/Adult Secondary Education (DOH 03-07-18)
- Rebecca Sedabres, Adult Basic Education/Adult Secondary Education (DOH 03-07-18)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees authorize the hire of the above-named individuals as presented. The motion carried. (This item will appear on the consent agenda.)

Vice President Eichenlaub requested authorization to hire the following grant-funded part-time members in the Belleville AmeriCorps Program for the spring 2018 semester. These positions are fully funded in the FY18 Belleville AmeriCorps budget.

- Caitlin Cronin, Multi-Subject Tutor at Henry Raab Elementary (01-18-18)
- Karen Hiles, Multi-Subject Tutor at Douglas Elementary (01-18-18)
- Briana Lang, Multi-Subject Tutor at Westhaven Elementary (01-19-18)
- Shana Brewer, Multi-Subject Tutor at Douglas Elementary (01-18-18)

Dwauna Paulette, Volunteer Coordinator at Harmony Neighborhood Community Association
(01-18-18)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees authorize the hire of the above-named individuals as presented. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE

Vice President Baitman presented a request to advertise the full-time SWICEE position of Instructional Support Assistant at the Sam Wolf Granite City Campus, which vacancy was created by the resignation of Kristen Albers. This is a currently fully budgeted FY 2018 position.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time SWICEE position of Instructional Support Assistant at the Sam Wolf Granite City Campus as presented. The motion carried.

Vice President Ysursa requested authorization to advertise the position that becomes available after the bid process is complete for a full-time Custodian. The position is vacant as a result of the recent retirement of a full-time Custodian at the Belleville Campus.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the position as presented. The motion carried.

Vice President Baitman presented a request to advertise the part-time SWICEE position of Math/Science Specialist in the Red Bud Campus Success Center. This position will become vacant upon the resignation of Melinda Bowden.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the position as presented. The motion carried.

Vice President Baitman presented a request to advertise the part-time SWICEE position of Success Center Computer Lab Assistant in the Belleville Campus Success Center. This position will be vacant due to the resignation of Geoff Cooley.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position of Success Center Computer Lab Assistant in the Belleville Campus Success Center as presented. The motion carried.

Vice President Baitman requested authorization to advertise the part-time SWICEE position of Academic Records Evaluator in the Enrollment Services Division at the Belleville Campus. The vacancy occurred as a result of the resignation of Jim Dowling.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position of Academic Records Evaluator in the Enrollment Services Division at the Belleville Campus as presented. The motion carried.

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

Vice President Ysursa presented the monthly report of part-time personnel and temporary faculty and staff. There were one newly hired employee; eight persons of interest; two SWIC EE terminations; and one part-time instructor termination on the December 2017 report.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees ratify the December 2017 part-time personnel report. The motion carried. (This item will appear on the consent agenda.)

MEDICAL PLAN FINANCIAL REPORT

Vice President Ysursa presented the monthly financial report for December 2017 and stated the month is higher than normal but we finished the year in pretty good shape. Actual claims paid were \$996,973 and claim fund revenue was \$660,657. The difference of \$336,316 has been subtracted from our claim fund balance, which is now \$1,276,139.69. We began 2017 with a fund balance of \$1,187,549.

NEXT COMMITTEE MEETING

The next meeting of the Personnel, Programs and Services Committee is Monday, February 12, 2018 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 5:53 p.m. The motion carried.

Approved 02.12.18

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees