

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
November 13, 2018
5:00 p.m.

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

Committee member absent: Philip L. Smith

Trustees present: John Blomenkamp
Harry Briggs, Ph.D.
Richard Roehrkasse
Stephanie Scurlark-Belt

Administrators present: Nick J. Mance
Clay Baitman
Staci Clayborne
Bernie Ysursa

Linda Andres
Anna Moyer
Missy Roche

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 of the regular meeting of October 8, 2018 and the Executive Session of October 8, 2018 as submitted. The motion carried.

GRANTS

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

- continuation of Foster Grandparent Program grant with St. Clement Foundation in the amount of \$1,000 for the period July 1, 2018 through June 30, 2019 to provide funding for program volunteers while traveling to and from volunteer sites, in-service meetings and recognition programs during the fiscal year; and
- continuation of Senior Companion Program grant with St. Clement Foundation in the amount of \$1,500 for the period July 1, 2018 through June 30, 2019 to provide funding for program volunteers in support of travel to and from clients' homes.

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 Mercy Kindred Hospital South (previously St. Anthony’s Medical Center), St. Louis, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Respiratory Care program) to participate in clinical experience;
- renewal agreement between Granite City Illinois Hospital, LLC dba Gateway Regional Medical Center, Granite City, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Respiratory Care program) to participate in clinical experience;
- renewal facility agreement between Granite City Illinois Hospital, LLC dba Gateway Regional Medical Center, Granite City, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently Nursing Education program) to participate in clinical experience;
- addendum to agreement between HSHS St. Elizabeth’s Hospital, O’Fallon, Illinois and Southwestern Illinois College, District #522 to permit students who have completed a Radiologic Technology program/licensed Radiologic Technologist to utilize the clinical facility to complete the Computed Tomography (CT) certificate;
- renewal agreement between HSHS St. Elizabeth’s Hospital, O’Fallon, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (Paramedic Program) to participate in clinical experience;
- new agreement between Athletico, Ltd., Belleville, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Physical Therapist Assistant program) to participate in clinical experience; and
- new agreement between New Bethel Missionary Baptist Church of East St. Louis, Illinois and Southwestern Illinois College, District #522 to collaborate with Southwestern Illinois College’s Adult Education Department to enhance the availability of adult basic education services in the East St. Louis community.

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

GIFT TO THE COLLEGE

Vice President Ysursa reported a gift of 46 books to the Belleville Campus Library.

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.)

COURSE FEE ADJUSTMENTS

Vice President Baitman presented the course fee adjustments for approval.

The fee for new course AVIA 126 will be used to cover the cost of textbooks printed for students and other student handouts. All other AVIA course fees will be used to support an increase in instructor compensation to \$40/hour from the current \$30/hour. Current flight instructor hourly rates in the area have significantly increased over the past few years. Currently SWIC is having difficulty finding qualified personnel to teach several of the flight simulator courses due to instructor shortages and the ability to provide competitive compensation. CFO Roche requested reassignment of account codes due to instructor compensation.

The fees for new courses HES 201 and POLS 241 will be used for printing course materials.

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.)

AVMT ACADEMIC CALENDARS 2019-2020 AND 2020-2021

Vice President Baitman presented a request to approve the 2019-2020 and the 2020-2021 Aviation Maintenance Technology calendars. The AVMT calendars have been shared with the full-time Faculty Union for their review and comment.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the 2019-2020 and the 2020-2021 Aviation Maintenance Technology calendars. 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 Aid Year

As of October 1 students have the ability to complete the 2019-2020 FAFSA for next academic year. Communication has gone out to students and staff is currently assisting with FAFSA completion via outreach at local high schools, as well at our Belleville and Granite City financial aid offices.

Audit Update

Auditors were on campus the week of October 15. The audit is wrapping up and all requested information has been provided. Positive feedback regarding all compliance related items has been received.

Veterans Services Update

As of November 1 the Veteran Services office has certified a total of 509 students at approximately 21,911.75 cumulative credit hours. All certifications have processed and class adjustments are reported on a weekly basis. Notification was received from the Department of Veteran Affairs there is a delay in processing VA educational benefits for Fall 2018, resulting in up to 60 day payment interruption for students. This information has been communicated to our students.

Student Outreach Projects

- Contacted all VA students regarding priority enrollment beginning on 10/25.
- Contacted all FA students with pending fall balances to address requested information needed to complete the financial aid process.
- Contacted all students who have completed 18-19 FAFSA, encouraging them to complete 19-20 FAFSA prior to state MAP deadline.

Outreach Update

The PALS Program participated in sixteen outreach events during the month of October.

RESIGNATIONS

Vice President Baitman presented the resignation of Sarah Austin, Academic Advisor in the Enrollment Services Division, effective close of business October 31, 2018. Ms. Austin had been employed at Southwestern since May 2018.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Sarah Austin, Academic Advisor in the Enrollment Services Division, effective close of business October 31, 2018. The motion carried. (This item will appear on the consent agenda.)

Vice President Ysursa presented the resignation of Keaton Wright, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business November 1, 2018. Officer Wright has accepted a full-time position with the City of Belleville.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Keaton Wright, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business November 1, 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 Tim Walker, Shift Leader at the Sam Wolf Granite City Campus, effective close of business December 31, 2018.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Tim Walker, Shift Leader at the Sam Wolf Granite City Campus, effective close of business December 31, 2018. The motion carried. (This item will appear on the consent agenda.)

Vice President Clayborne presented a request to accept the retirement notification of Janet Field, Employment Specialist at the Belleville Campus, effective close of business February 28, 2019. Mrs. Field has been a valued employee at Southwestern Illinois College for 12 years.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Janet Field, Employment Specialist at the Belleville Campus, effective close of business February 28, 2019. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

Vice President Ysursa presented a request to appoint Daryl May to the full-time position of Public Safety Commissioned Officer at the Belleville Campus effective December 3, 2018 at an annual salary

of \$38,188 with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. This appointment would fill the vacancy created by Officer Keaton Wright.

Daryl May's background, skills and attributes meet or exceed the requirements established for the position. He holds an AAS degree in Administration of Justice from Southwestern Illinois College and completed the Southwestern Illinois Police Academy in 1988. Mr. May possesses 28 years as a police officer with the Granite City Police Department and one year as an officer with Lindenwood University.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Daryl May to the full-time position of Public Safety Commissioned Officer at the Belleville Campus effective December 3, 2018 at an annual salary of \$38,188 with employment subject to the 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. (This item will appear on the consent agenda.)

IT Executive Director Linda Andres presented a request to appoint Nicholas Kolweier to the full-time administrative position of Systems Analyst/Programmer effective December 3, 2018 at an annual salary of \$62,000 and subject to the Personnel Procedures for Administrators. This appointment would replace the vacancy created by Greg Ingold.

Nicholas Kolweier's qualifications meet the requirements for the position. He holds Master of Business Administration and Bachelor of Science degrees from Southern Illinois University Edwardsville and an Associate of Science degree from Kaskaskia College. Mr. Kolweier possesses an Institution Research Graduate Certificate from the University of Missouri St. Louis and has over ten years' experience in higher education, seven of which have been at SWIC.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Nicholas Kolweier to the full-time administrative position of Systems Analyst/Programmer effective December 3, 2018 at an annual salary of \$62,000 and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

IT Executive Director Andres presented a request to appoint Matthew Cassity to the full-time administrative position of Systems Analyst/Programmer effective December 3, 2018 at an annual salary of \$60,000 and subject to the Personnel Procedures for Administrators. This position is responsible for all aspects of online evaluations, online training scholarship processing, as well as backup developer for load sheet processing and instruction. And also acts as assistant with database and SharePoint support.

Matthew Cassity's credentials meet the minimum requirements for the position. He holds a Bachelor of Science degree from the University of Maryland and possesses higher education work experience as a Technical Support Specialist at McKendree University.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Matthew Cassity to the full-time administrative position of Systems Analyst/Programmer effective December 3, 2018 at an annual salary of \$60,000 and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Vice President Clayborne presented a request to appoint Lindsay Eversmeyer to the part-time non-union position of Women's Assistant Soccer Coach effective November 26, 2018 at an annual salary of \$1,584 for services to be performed for the remainder of the academic year.

Lindsay Eversmeyer's qualifications meet or exceed all of the requirements for the position. She possesses 15 years' coaching experience in semi-professional, college, high school and club settings; five years' professional playing experience; and collegiate playing experience at the University of Kansas and Harris-Stowe State University.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Lindsay Eversmeyer to the part-time non-union position of Women's Assistant Soccer Coach effective November 26, 2018 at an annual salary of \$1,584 for services to be performed for the remainder of the academic year. The motion carried. (This item will appear on the consent agenda.)

Vice President Clayborne presented a request to appoint Mary Peterson to the part-time non-union position of Women's Assistant Basketball Coach effective November 26, 2018 at an annual salary of \$1,584 for services to be performed for the remainder of the academic year.

Mary Peterson's qualifications meet or exceed the requirements established for this position. She possesses two years' coaching experience in AAU and junior high school settings; 11 years' experience with YMCA Youth Basketball program; and collegiate playing experience at Belleville Area College.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Mary Peterson to the part-time non-union position of Women's Assistant Basketball Coach effective November 26, 2018 at an annual salary of \$1,584 for services to be performed for the remainder of the academic year. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to appoint the following individuals to the part-time grant-funded SWIC EE positions of ATS Driver effective December 3, 2018 at an hourly rate of \$12.79 for up to 28 hours per week:

Stephen Billups;
Cynthia Bollinger;
Shirley Hair;
Edgar Lowery; and
Juan Padilla.

Based upon the selection process, Vice President Baitman and Executive Director of Community Education Brunsmann support these appointment recommendations.

Mr. Verdu moved, seconded by Mr. Morton, to appoint the following individuals to the part-time grant-funded SWIC EE positions of ATS Driver effective December 3, 2018 at an hourly rate of \$12.79 for up to 28 hours per week:

Stephen Billups;
Cynthia Bollinger;
Shirley Hair;
Edgar Lowery; and

Juan Padilla.

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

Vice President Baitman presented a request to appoint Cheryl Cronin to the part-time grant-funded SWIC EE position of AmeriCorps Field Coordinator effective December 3, 2018 at an hourly rate of \$17.50 for up to 28 hours per week.

Cheryl Cronin's credentials meet or exceed the minimum requirements posted for this position. She possesses extensive experience with the Belleville AmeriCorps Program, having served as a full-time member in the position of Volunteer Coordinator at the Franklin Neighborhood Community Association and in the position of Tutor for Franklin School.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Cheryl Cronin to the part-time grant-funded SWIC EE position of AmeriCorps Field Coordinator effective December 3, 2018 at an hourly rate of \$17.50 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to appoint Sascha Rodgers to the part-time position of SWIC EE Office Clerk/Testing Center at the Sam Wolf Granite City Campus effective December 3, 2018 at an hourly rate of \$10.58 per hour for up to 28 hours per week.

Sascha Rodgers' qualifications exceed the requirements for the position. She holds a Bachelor of Science degree in Psychology from Southern Illinois University Edwardsville and possesses over ten years' customer service experience as a Pharmacy Technician.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Sascha Rodgers to the part-time position of SWIC EE Office Clerk/Testing Center at the Sam Wolf Granite City Campus effective December 3, 2018 at an hourly rate of \$10.58 per hour for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to appoint Nick Douglas to the full-time faculty position of Industrial Electricity/Electronics Technology Instructor at the Sam Wolf Granite City Campus effective January 7, 2019 at a salary of \$50,876 which is Step 4, Below Master level on the 2018-2019 Faculty Salary Schedule.

Nick Douglas' qualifications meet or exceed all of the requirements for the position. He is a Journeyman Electrician with Local One out of St. Louis, Missouri. Mr. Douglas possesses ten years' manufacturing experience as a plant manager for Richard Brick Company and has worked part-time since 2017 as an industrial electrician for Anheuser-Busch. Mr. Douglas has been an adjunct instructor for SWIC since 2013.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Nick Douglas to the full-time faculty position of Industrial Electricity/Electronics Technology Instructor at the Sam Wolf Granite City Campus effective January 7, 2019 at a salary of \$50,876 which is Step 4, Below Master level on the 2018-2019 Faculty Salary Schedule. The motion carried. (This item will appear on the consent agenda.)

FACULTY STAFFING PLAN FOR FY 2020

Vice President Baitman presented a request to create a full-time faculty staffing plan for Fiscal Year 2020 and to authorize administration to advertise for positions as deemed appropriate under the plan.

The Vice President for Instruction, in collaboration with the academic deans, has reviewed the institutional data pertaining to student enrollment, faculty loads, programmatic accreditation requirements, program viability and the collective bargaining agreements impacting the staffing levels of the district's teaching faculty. Vice President Baitman requested authorization to advertise for the positions specified in the plan and the flexibility to adjust vacancies as guided by the trends in student enrollment and staffing considerations.

President Mance stated the request is to advertise 25 of the 37 vacancies; we are only going to fill those positions that we feel will make for 2019. Dr. Briggs asked if the numbers will work out. Mr. Mance stated these positions we are asking for permission to advertise will begin the search process. He is cognizant of the budget and will eliminate positions if needed and added it is easier to reduce staff by attrition vs rifs.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the creation of a full-time faculty staffing plan for Fiscal Year 2020 and to authorize administration to advertise for positions as deemed appropriate under the plan. The motion carried. (This item will appear on the consent agenda.)

AMENDED EMPLOYMENT START DATE

Human Resources Director Anna Moyer presented a request to amend the employment start date for the part-time RSVP Director position to November 16, 2018. Nancy LeVault serves in a critical role as one of the college's Title IX Co-coordinators. The institution is currently working through a Title IX case that will require her time and attention to finalize.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the amended employment start date for the part-time RSVP Director position to November 16, 2018. The motion carried. (This item will appear on the consent agenda.)

DECLINATION OF EMPLOYMENT

Vice President Baitman presented a request to accept the declination of employment for Patty Bade, Office Clerk/Testing Center at the Sam Wolf Granite City Campus. Ms. Bade was approved for this position at the September 19, 2018 meeting of the Board of Trustees. She declined the position October 3, 2018.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the declination of employment for Patty Bade, Office Clerk/Testing Center at the Sam Wolf Granite City Campus. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO HIRE

Vice President Ysursa presented a request to hire a sufficient number of student workers to staff the Schmidt Art Center for up to 30 hours per week for FY 2019. The student worker positions will utilize the FY 2019 Federal Work Study institutional allocation and Schmidt Art Center FY 2019 Regular Work Study budget.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the hire of a sufficient number of student workers to staff the Schmidt Art Center for up to 30 hours per week for FY 2019. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to hire part-time faculty in the Technical Education division for the Fall 2018 semester:

Lavern Drake Industrial Electricity (start date December 3, 2018); and
Timothy W. Harter Aviation Maintenance Technology (start date November 22, 2018).

These positions are fully funded in the FY 2019 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 Lavern Drake and Timothy W. Harter as presented. The motion carried. (These items will appear on the consent agenda.)

Mr. Baitman presented a request to hire the following Belleville AmeriCorps members for the 2018/2019 program year:

Kathryn Wasserzieher, Part-time Member; and
Shanae Hailey, Part-time Member.

Members act as multi-subject tutors to elementary-aged students at 13 schools for Belleville Public School District 118 and District 175. These positions are fully funded in the FY19 Belleville AmeriCorps budget.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees hire Kathryn Wasserzieher and Shanae Hailey as presented. The motion carried. (These items will appear on the consent agenda.)

REQUEST TO HIRE FULL-TIME ADMINISTRATIVE POSITION USING CURRENT APPLICANT POOL

Vice President Baitman requested to replace the full-time administrative position of Academic Advisor using the candidate pool started with the current vacancy announcement posted on the college website, specifically to fill the vacancy created by the resignation of Sarah Austin. This is a fully budgeted FY 2019 administrator position.

Mr. Verdu moved, seconded by Mr. Morton, to authorized administration to replace the full-time administrative position of Academic Advisor using the current candidate pool. The motion carried.

AUTHORIZATION TO ADVERTISE

Chairman Morton requested an omnibus vote to consider the requests to advertise positions. Trustee Verdu agreed to the omnibus vote.

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

1. Part-time SWIC EE Position: Employment Training Assistant
2. Part-time SWIC EE Position: Shipping & Receiving Clerk
3. Full-time SWIC EE Position: Shift Leader at the SWGCC
4. Full-time Administrative Position: Reporting and Compliance Analyst
5. Part-time SWIC EE Position: English Specialist, Belleville Campus
6. Part-time SWIC EE Grant-funded Position: Special Projects Coordinator-
Transitional Services
7. Part-time SWIC EE Position: National Test Center Site Administrator and Test
Proctor at SAFB
8. Part-time Non-union Position: LACE Assistant for Respiratory Care Program

The motion carried.

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

Mr. Ysursa presented the monthly report of part-time personnel actions for October 2018. There were seven newly-hired employees; five persons of interest; and two SWIC EE terminations.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the October 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 6:00 p.m. to discuss personnel. 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 6:03 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 will be Monday, December 10, 2018 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 6:05 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees