

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

Committee members present:	Robert G. Morton, Chairman Philip L. Smith
Committee member absent:	Eugene Verdu
Trustees present:	John Blomenkamp Harry Briggs, Ph.D. (arrived at 5:14p) 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 5:02 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Smith moved, seconded by Mr. Morton, to approve the minutes of the regular meeting of September 10, 2018 and the Executive Session of September 10, 2018 as submitted. The motion carried.

**GRANTS**

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

- continuation of ICCB Adult Education and Literacy Services grant in the amount of \$1,168,235 for the period July 1, 2018 through June 30, 2019 to provide Title II activities under the Adult Education and Family Literacy Act for the Southwestern Illinois College Adult Education Department to provide adult education and family literacy services; (note: \$394,285 of the grant are federal funds);
- revision of grant award from the Corporation for National and Community Service for the Foster Grandparent Program in the additional amount of \$50,000 for the period July 1, 2018 through

June 30, 2019 to be used for approximately 25% of salary and benefits of the Foster Grandparent Director salary which has been approved to return to a full-time position; the remaining 75% of funds will be used for volunteer stipends and travel; and

- new Memorandum of Understanding between St. Clair County Intergovernmental Grants Department Community Services and Southwestern Illinois College in the amount of \$3,500 for the period October 12, 2018 to partner with cost sharing of the Manufacturing Day event October 12, 2018 at the Sam Wolf Granite City Campus.

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

### **AGREEMENTS**

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

- new agreement between ATI Holdings, LLC, Athletic and Therapeutic Institute of Naperville, LLC and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Physical Therapist Assistant program) to participate in clinical experience;
- renewal agreement between Shriners Hospitals for Children, 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 facility agreement between Creative Children's Learning Center, Inc., Smithton, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- renewal facility agreement between Kinder Care Learning Center, Edwardsville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- renewal facility agreement between La Petite Academy, Glen Carbon, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- renewal facility agreement between Laugh & Learn Preschool & Child Care Center, Freeburg, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- renewal facility agreement between The Early Years, Fairview Heights, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;

- new facility agreement between YMCA Early Childhood Development Center, Glen Carbon, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- renewal of Memorandum of Understanding between Belleville AmeriCorps and Southwestern Illinois College, District #522 providing Southwestern Illinois College act as the Belleville AmeriCorps fiscal agent;
- renewal of the Running Start Intergovernmental Agreement template for the 2019-2020 academic year and Southwestern Illinois College, District #522 to provide framework for the Running Start program;
- renewal of the Running Start Agreement Template for Homeschooled Students for the 2019-2020 academic year and Southwestern Illinois College, District #522 to provide framework for the Homeschooled Running Start program; and
- new service agreement between Aeroteck, Inc., Hanover, MD and Southwestern Illinois College, District #522 to provide supplemental staffing services.

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

### **GIFT TO THE COLLEGE**

Vice President Ysursa reported a gift of 66 straight through Cat6 patch cables for the Business Division.

Mr. Smith 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.)

### **FINANCIAL AID UPDATE**

Vice President Clayborne presented the monthly Financial Aid update as follows:

#### 2018-2019 Aid Year

The Financial Aid Office credited students' accounts with awarded financial aid. Awarded financial aid included the federal Pell Grant, SEOG, IL MAP Grant, direct loans and scholarships. Students with excess funds after all charges are paid to the college will receive a refund check to be used for other education related expenses such as housing and transportation costs. Refund checks were mailed September 28, 2018.

#### Veterans Services Update

- 495 students have been certified for VA educational benefits, and 121 have been processed for state benefits. All veterans' files have been processed and are up to date for the Fall 2018 semester.
- Staff is currently being retrained on processing VA benefits, as well as in-person student service for all staff. This will allow staff to stay current on updates and new processes.

### 2019-2020 FAFSA

Students will be able to file a 2019-20 FAFSA as early as October 1, 2018. Communication encouraging early submission has been disseminated to students.

### Outreach Update

The PALS Program participated in two outreach events during September.

### ACADEMIC CALENDARS

Vice President Baitman presented a request to approve the final 2019-2020 academic calendar and the initial approval of the 2020-2021 academic calendar. The calendars were reviewed by the Executive Committee of the full-time faculty union who requested administration consider the replacement of Lincoln's Birthday as a holiday with that of Presidents' Day. This request for consideration would impact other employee groups.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the final 2019-2020 academic calendar and the initial approval of the 2020-2021 academic calendar. The motion carried. (These items will appear on the consent agenda.)

Vice President Baitman presented a request to approve the 2019-2020 Adult Education academic calendar. The calendar is based on the proposed institutional academic calendar for 2019-2020. The calendar was sent to the faculty union for review, and they agree with the proposed Adult Education calendar.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the 2019-2020 Adult Education academic calendar. The motion carried. (This item will appear on the consent agenda.)

### RESIGNATION

Vice President Clayborne presented the resignation of Katherine King, Employment Training Assistant at the Belleville Campus, effective close of business January 4, 2019. Mrs. King has been a valued employee at Southwestern Illinois College since August 2007.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Katherine King, Employment Training Assistant at the Belleville Campus, effective close of business January 4, 2019. The motion carried. (This item will appear on the consent agenda.)

### APPOINTMENTS

Vice President Baitman presented a request to appoint two part-time grant-funded SWIC EE positions of ATS Driver effective November 1, 2018 at an hourly rate of \$12.79 per hour for up to 28 hours per week and contingent upon the continued receipt of external funding. Based upon the selection process, Cheryl Brunsmann and the screening committee recommend Sherman Dixon and Darrius Smith to fill the part-time, grant-funded SWIC EE positions of ATS Driver.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Sherman Dixon and Darrius Smith to the SWIC EE positions of ATS Driver effective November 1, 2018 at an hourly rate of \$12.79 per hour for up to 28 hours per week and contingent upon the continued receipt of external funding. The motion carried. (These items will appear on the consent agenda.)

Vice President Baitman presented a request to appoint the part-time SWIC EE position of Math/Science Specialist at the Red Bud Campus Success Center effective November 1, 2018 at an hourly rate of \$24.86 for up to 20 hours per week. Erin Wittlich's qualifications meet the requirements for the position and include a Bachelor of Science degree from Western Illinois University in Family and Consumer Science; 26 hours of CIS programming and higher level math courses through Calculus II and Linear Algebra; and prior experience tutoring math and strong written and oral skills.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Erin Wittlich to the part-time SWIC EE position of Math/Science Specialist at the Red Bud Campus Success Center effective November 1, 2018 at an hourly rate of \$24.86 for up to 20 hours per week. The motion carried. (This item will appear on the consent agenda.)

Vice President Baitman presented a request to appoint the part-time SWIC EE position of Office Clerk/Testing Center at the Belleville Campus effective November 1, 2018 at an hourly rate of \$10.58 for up to 28 hours per week. Melissa Zambrenca's qualifications meet or exceed all of the requirements for the position and include completion of an Associate of Science degree in Aeronautical Science from Community College of the Air Force; fluency in Spanish and a Spanish certification from Presidio of Monterey.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Melissa Zambrenca to the part-time SWIC EE position of Office Clerk/Testing Center at the Belleville Campus effective November 1, 2018 at an hourly rate of \$10.58 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Vice President Ysursa presented a request to appoint the full-time position of Public Safety Commissioned Officer at the Sam Wolf Granite City Campus effective October 18, 2018 at an annual salary of \$38,188. Brendan Wright's background, skills and attributes meet or exceed the requirements established for this position. He was successful in completing the written test established by the college. Mr. Wright will attend Southwestern Illinois Police Academy, Session 137 beginning October 22, 2018.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Brendan Wright to the full-time position of Public Safety Commissioned Officer at the Sam Wolf Granite City Campus effective October 18, 2018 at an annual salary of \$38,188. The motion carried. (This item will appear on the consent agenda.)

Vice President Ysursa presented a request to appoint the full-time administrative position of Associate Director of College Advancement and Foundation effective November 1, 2018 at an annual salary of \$58,500. Elizabeth Jennings' background, skills and attributes meet or exceed the requirements established for this position. She possesses a Master of Arts degree in Non-Profit Administration from Lindenwood University and a Bachelor of Arts degree in English from the University of Missouri. Ms. Jennings is currently employed at Rend Lake College Foundation as Assistant Director/Scholarship Coordinator.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Elizabeth Jennings to the full-time administrative position of Associate Director of College Advancement and Foundation effective November 1, 2018 at an annual salary of \$58,500. 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 Jordan Smalling, Office Clerk/Testing Center at the Belleville Campus. Jordan Smalling was approved for this position at the September 19, 2018 meeting of the Board of Trustees. He declined the position September 21, 2018.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the declination of employment for Jordan Smalling, Office Clerk/Testing Center at the Belleville Campus. The motion carried. (This item will appear on the consent agenda.)

**TENTATIVE ELIGIBILITY HIRING LIST FOR FULL-TIME COMMISSIONED OFFICERS**

Vice President Ysursa presented a request to approve the tentative Hiring Eligibility List for Full-time Commissioned Public Safety Officers at the Belleville Campus and the Sam Wolf Granite City Campus. This list will remain valid for one year from the date of ratification by the Board of Trustees, unless the list is exhausted through the Board-approved employment standards.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the tentative Hiring Eligibility List for Full-time Commissioned Public Safety Officers at the Belleville Campus and the Sam Wolf Granite City Campus. The motion carried. (This item will appear on the consent agenda.)

**AUTHORIZATION TO HIRE**

Vice President Baitman presented a request to hire part-time positions in the Health Sciences and Homeland Security Division for the Fall 2018 and Spring 2019 semesters and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

- Kenneth James, Emergency Medical Technician: Fall 2018 part-time faculty;
- Catherine Roberson, Physical Therapist Assistant: Spring 2019 part-time faculty; and
- Robert Baker, Physical Therapist Assistant: Spring 2019 LACE Assistant.

These positions are fully funded in the FY 2019 budget. Salary is determined based on educational attainment and number of credit hours assigned.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees hire part-time positions in the Health Sciences and Homeland Security Division for the Fall 2018 and Spring 2019 semesters as presented. The motion carried. (These items will appear on the consent agenda.)

Mr. Baitman presented a request to hire part-time faculty/lab technician in the Technical Education Division for the Fall 2018 semester (hire date October 18, 2018) and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

- John R. Green, Heating, Ventilation, A/C and Refrigeration Lab Technician; and
- Brian VanHorn, Aviation Pilot Training: part-time faculty.

These positions are fully funded in the FY 2019 budget. Salary is determined based on educational attainment and number of credit hours assigned.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees hire part-time faculty/lab technician in the Technical Education Division for the Fall 2018 semester (hire date October 18, 2018) as presented. The motion carried. (These items will appear on the consent agenda.)

Mr. Baitman presented a request to hire Tatyanna Winters, Belleville AmeriCorps returning full-time member, for the 2018/2019 program year. This position is fully funded in the FY 2019 Belleville AmeriCorps budget.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees hire Tatyanna Winters, Belleville AmeriCorps returning full-time member, for the 2018/2019 program year. The motion carried. (This item will appear on the consent agenda.)

### **RATIFICATION OF EMERGENCY HIRES**

Board Attorney Garrett Hoerner presented a request to ratify the hire of part-time faculty on an emergency basis effective October 15, 2018:

Tamara R. White, English; and  
Melissa Ray, English.

The request was submitted by Dean Janet Fontenot. The instructors initially assigned to teach these classes are no longer available, and the start dates of the classes are prior to the next scheduled meeting of the Board of Trustees.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the hire of part-time faculty on an emergency basis effective October 15, 2018 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 part-time SWIC EE position of Physical Fitness Specialist in the Health & Exercise Science Department at the Belleville Campus, at the rate of \$17.50 per hour for 12 hours per week that is fully funded by course fees. The position became available due to the resignation of Mary Ann Kolda, effective December 13, 2018.

Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Physical Fitness Specialist in the Health & Exercise Science Department at the Belleville Campus as presented. The motion carried.

Mr. Baitman presented a request to advertise the part-time SWIC EE position of Secretary, Police Academy, at the Belleville Campus, which vacancy was created by the resignation of Susan Attaway. This part-time position is paid for from the Police Academy restricted account at a rate of \$12.79 per hour for 28 hours per week.

Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Secretary, Police Academy, at the Belleville Campus as presented. The motion carried.

**MONTHLY NOTIFICATION OF PART-TIME PERSONNEL**

Mr. Ysursa presented the monthly report of part-time personnel actions for September 2018. There were six newly-hired employees and three persons of interest.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the September 2018 part-time personnel report. The motion carried. (This item will appear on the consent agenda.)

**EXECUTIVE SESSION**

*Mr. Smith moved, seconded by Mr. Morton, to move into Executive Session to discuss personnel. Upon a roll call vote those trustees voting aye were Mr. Smith and Mr. Morton. Nays: None. Absent: Mr. Verdu. PASSED*

*There was consensus to return to regular session at 6:22 p.m.*

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

There were no actions taken as a result of Executive Session.

**OTHER COMMITTEE RELATED BUSINESS**

Director of Human Resources Anna Moyer reported she is awaiting finalization of the college’s health insurance renewals. She expects to receive them in time to place on the non-consent agenda for the October meeting of the Board of Trustees. Ms. Moyer indicated a 9% cost deduction, for a savings of \$600K.

**NEXT COMMITTEE MEETING**

The next meeting of the Personnel, Programs and Services Committee will be Tuesday, November 13, 2018 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 6:23 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees