

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**November 15, 2019**  
**4:00 p.m.**

Committee members present: Robert G. Morton, Chairman  
John Blomenkamp

Committee member absent: Eugene Verdu

Trustees present: Steve Campo  
Richard Roehrkasse

Administrators present: Nick J. Mance  
Linda Andres  
Anna Moyer  
Staci Oliver  
Missy Roche  
Robert Tebbe  
Bernie Ysursa

Stan Hatfield

Attorney present: Garrett Hoerner

**CALL TO ORDER**

Chairman Morton called the meeting to order at 4:35 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the October 7, 2019 meeting as presented. The motion carried.

**GRANTS**

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

- renewal of the Early School Leaver Transition Program grant from the Illinois Community College Board in the amount of \$70,000 for the period July 1, 2019 through June 30, 2020 to provide adult education and support services to high school drop-outs between the ages of 16 and 24 who demonstrate the willingness to complete a secondary level of education; participate in school and work-based learning experiences related to career choices; and transition to post-secondary education and/or enter into and retain employment;
- renewal of the FGP St. Clement Foundation grant in the amount of \$1,000 for the period July 1, 2019 through June 30, 2020 to provide funding for program volunteers while traveling to and from volunteer sites, in-service meetings and recognition programs; and

- renewal of the SCP St. Clement Foundation grant in the amount of \$1,500 for the period July 1, 2019 through June 30, 2020 to provide funding for program volunteers in support of their travel to and from clients' homes.

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

### **AGREEMENTS**

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

- renewal agreement between Anderson Hospital and Southwestern Illinois College, District #522 to allow Health Science students (Medical Laboratory Technology) to participate in clinical experience;
- renewal agreement between Carlinville Area Hospital and Southwestern Illinois College, District #522 to allow Health Science students (Radiologic Technology program) to utilize the clinical facility;
- new agreement between Mercy Health East Communities and Southwestern Illinois College, District #522 to allow Health Science students (Radiologic Technology and Nursing programs) to participate in clinical experience;
- renewal agreement between Community Hospital of Staunton and Southwestern Illinois College, District #522 to allow Health Science students (Radiologic Technology program) to participate in clinical experience;
- renewal agreement between Memorial Regional Health Services on behalf of Memorial Hospital Belleville and Memorial Hospital East and Southwestern Illinois College, District #522 to participate in clinical experiences;
- ratify new bailment/loaner agreement between Maruka, U.S.A. and Southwestern Illinois College, District #522 for a Mitutoyo QV-404TP Quick Vision Active Measuring Machine to support the Precision Machining Technology Program;
- new agreement between St. Clair County Intergovernmental Grants Department and Southwestern Illinois College, District #522 to allow Information Technology to secure a Workforce Development student worker to assist the IT Computer Support Services Department while preparing the student with skills necessary to enter the workforce; and
- renewal agreement between Association for Bright Learners Education (ABLE) and Southwestern Illinois College, District #522 to provide Kids on Campus workshops for the summer 2020 session.

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

**NEW CERTIFICATE: SOCIAL MEDIA/E-MARKETING**

Dean of Math and Sciences Stan Hatfield presented a request to approve the Social Media/E-Marketing Certificate, OCCUP 031G, as part of the Business Division’s Marketing Program. The certificate has been reviewed and approved by the Illinois Community College Board.

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the Social Media/E-Marketing Certificate, OCCUP 031G, as part of the Business Division’s Marketing Program. The motion carried. (This item will appear on the consent agenda.)

**STUDENT SERVICES UPDATE**

Executive Director of Enrollment Services and Institutional Planning Bob Tebbe submitted the following report.

Student Outreach Projects/Events

- Parent 101 and FAFSA Completion Night was held October 1<sup>st</sup> for parents of high school students to prepare them for the college experience. 74 people attended the event.
- A Student Service and Information table was available at Dine and Dash where we passed out enrollment and program information.
- Personal calls were made to Veteran students to notify them of priority enrollment.
- We assisted with providing tours during Manufacturing Day for visiting high school students and staff.
- We are working with Student Life to update the content for online new student orientation.

Financial Aid Update

- We are participating in a workforce group for the Retention of Illinois Students and Equity (RISE) Act which allows an Illinois resident who is not otherwise eligible for federal financial aid to be eligible for state financial aid and benefits. The initiative will be effective January 1, 2020 for the 2020-2021 academic year.
- The 2020-2021 FAFSA opened October 1, 2019. To assist students and parents with FAFSA completion we are visiting high schools and holding FAFSA Completion Workshops.

<b>Date</b>	<b>Outreach Event</b>	<b>Location</b>
10/01/19	Parent 101 & FAFSA Completion	SWIC - BC
10/02/19	FAFSA Completion Workshop	Waterloo H.S.
10/04/19	FAFSA Completion Workshop	Belleville East H.S.
10/07/19	FAFSA Completion Workshop	Columbia H.S.
10/08/19	FAFSA Completion Workshop	Red Bud H.S.
10/09/19	FAFSA Completion Workshop	Fairmont City Library
10/10/19	FAFSA Completion Workshop	Coulterville H.S.
10/15/19	FAFSA Completion Workshop	Marissa H.S.
10/16/19	FAFSA Completion Workshop	Valmeyer H.S.
10/17/19	FAFSA Completion Workshop	Collinsville H.S.
10/22/19	FAFSA Completion Workshop	Marissa H.S.
10/24/19	FAFSA Completion Workshop	Belleville East H.S.

- The SFA audit has been finalized. The Department of Veteran Affairs will be conducting a Compliance Survey reviewing Fall 2018 forward. Auditors are on site as of October 30<sup>th</sup>. All requested information was provided.

- Our VetSuccess on Campus Counselor Armando De La Garza's last day was October 16<sup>th</sup>. He accepted a position in Arizona. (Note: SWIC was one of only 85 institutions in the country who had a VSoC on campus.) Our Veteran Coordinator and staff will be assisting students with their VA benefits in his absence.

#### Enrollment Service

- Priority Enrollment for Spring 2020 began October 24<sup>th</sup> for priority groups including Running Start, Athletes, Veterans, Employees, STEM Scholars, students with Disabilities, and TRIO Students.
- Open enrollment for all students began October 28<sup>th</sup>.

#### Academic Advising Update

- Academic Advising hosted representatives from Washington University (University College) and Saint Louis University to receive updates on admissions requirements, tuition costs, financial aid and scholarship opportunities, etc.
- During the month of October Academic Advising staffed enrollment tables in the Main Complex, Liberal Arts, and Information Sciences Buildings on the Belleville Campus and the Commons Area of SWGCC to meet and greet students and encourage Early Advising.
- Academic Advising facilitated Transfer Day on October 16<sup>th</sup>. Representatives from 36 transfer institutions attended our mini-college fair.

Trustee Campo questioned if every student must complete FAFSA before leaving high school. Mr. Tebbe said as of today, no, but that is the direction it will be going. Mr. Campo asked if staff could visit lower income areas like Cahokia at least one time a month to discuss MAP grants and stated the students think they can't go to college because they can't afford it.

#### **RESIGNATION**

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the following resignations as presented:

Ellen Scott, Accounts Receivable Clerk in the Student Services Division, effective close of business October 25, 2019; and

Lauri Dougherty, Grant Specialist, Adult Education Department, effective close of business October 25, 2019.

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

#### **APPOINTMENTS**

Executive Director of Enrollment Development Tebbe presented a request to appoint the full-time administrative position of Director of Enrollment Development effective January 16, 2020 at an annual salary of \$79,500 and subject to the Personnel Procedures for Administrators. Scott Queener holds a Doctor of Philosophy, Educational Studies from St. Louis University; a Master of Science in Education, Educational Psychology from SIUC; and a Bachelor of Arts, Psychology from McKendree University and possesses experience with multiple computer applications and student database systems.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Scott Queener to the full-time administrative position of Director of Enrollment Development effective

January 16, 2020 at an annual salary of \$79,500 and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Mr. Tebbe presented a request to appoint the full-time administrative position of Program Research Specialist effective December 2, 2019 at an annual salary of \$45,000 and subject to the Personnel Procedures for Administrators. Kayla Keller holds a Master of Science, Social and Cultural Anthropology, University College London; a Bachelor of Arts, Anthropology; and a Bachelor of Arts, Music-Ethnomusicology.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Kayla Keller to the full-time administrative position of Program Research Specialist effective December 2, 2019 at an annual salary of \$45,000 and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Executive Director Tebbe presented a request to appoint the full-time grant-funded administrative position of Program Outreach Coordinator effective December 2, 2019 at an annual salary of \$50,500 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding. Leonard Cruise holds a Bachelor of Arts from Western Illinois University. He currently serves as Special Project Coordinator for GED Programs for Southwestern Illinois College.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Leonard Cruise to the full-time grant-funded administrative position of Program Outreach Coordinator effective December 2, 2019 at an annual salary of \$50,500 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding. The motion carried. (This item will appear on the consent agenda.)

Mr. Tebbe presented the following appointment recommendations:

the full-time grant-funded administrative position of Student Services Specialist effective December 2, 2019 at an annual salary of \$46,000 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding. Tiffany Smith holds a Master of Science, Education, Educational Leadership, SIUE; a Master of Business Administration, SIUE; and a Bachelor of Science, Political Science, Economics, SIUE. She possesses 16+ years of higher education experience at a variety of different levels in academics and administration.

the full-time grant-funded administrative position of Student Services Specialist effective December 2, 2019 at an annual salary of \$40,000 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding. Tanisha Thomas holds a Master of Arts, Human Resource Management, Webster and a Bachelor of Science Workforce Education and Development, SIUC. She possesses experience in designing and implementing training programs for multiple purposes and has coordinated and managed a \$250K federally funded grant.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Tiffany Smith and Tanisha Thomas to the positions as presented. The motion carried. (These items will appear on the consent agenda.)

Executive Director Tebbe presented the appointment recommendation of Justina Palmieri to the part-time SWIC EE position of Success Center Computer Lab Assistant effective December 2, 2019 at an hourly rate of \$13.38 for up to 28 hours per week.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Justina Palmieri to the part-time SWIC EE position of Success Center Computer Lab Assistant effective December 2, 2019 at an hourly rate of \$13.38 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Ysursa presented the appointment recommendation of Jim Rutherford to the full-time grant-funded SWIC EE position of Coordinator, Safety and Training ATS effective December 2, 2019 at an annual salary of \$31,847 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Jim Rutherford to the full-time grant-funded SWIC EE position of Coordinator, Safety and Training ATS effective December 2, 2019 at an annual salary of \$31,847 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding. The motion carried. (This item will appear on the consent agenda.)

Mr. Ysursa presented the appointment recommendation of Dewey Houston to the full-time Physical Plant Shift Leader (evening shift) at the Sam Wolf Granite City Campus effective December 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.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Dewey Houston to the full-time Physical Plant Shift Leader (evening shift) at the Sam Wolf Granite City Campus effective December 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. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Ysursa presented the following appointment recommendations:

Sylvester Collins, Jr. to the full-time Custodian position at the Belleville Campus effective December 1, 2019 at an hourly rate of \$21.15; and

Sheila Meier to the full-time Custodian position at the Belleville Campus effective December 1, 2019 at an hourly rate of \$21.15.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Sylvester Collins, Jr. and Sheila Meier as presented. The motion carried. (These items will appear on the consent agenda.)

Mr. Ysursa presented the following appointments of full-time Commissioned Public Safety Officers:

Spencer Piquard and Megan Grotendft to the two full-time positions of Public Safety Commissioned Officer at the Belleville Campus effective December 2, 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; and

Katie Orr to the full-time position of Public Safety Commissioned Officer at the Sam Wolf Granite City Campus effective December 2, 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.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint the above-named individuals to the above-named positions as presented. The motion carried. (These items will appear on the consent agenda.)

Executive Director of IT Linda Andres presented a request to appoint Jacob Cook to the part-time position of SWIC EE Network Connectivity Technician at the Belleville Campus effective December 2, 2019 at an hourly rate of \$20.59 for up to 28 hours per week. Mr. Cook possesses all the required certifications.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Jacob Cook to the part-time position of SWIC EE Network Connectivity Technician at the Belleville Campus effective December 2, 2019 at an hourly rate of \$20.59 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Chief Human Resources and Operations Officer Anna Moyer presented a request to appoint Christopher Melvin to the full-time administrative position of Sr. Community Services and Financial Aid Analyst at an annual salary of \$67,133 and subject to the Personnel Procedures for Administrators.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Christopher Melvin to the full-time administrative position of Sr. Community Services and Financial Aid Analyst at an annual salary of \$67,133 and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Chief Student and Community Development Officer Staci Oliver presented a request to appoint Karen Hogan to the part-time grant-funded SWIC EE position of Advocacy Representative effective December 2, 2019 at an hourly rate of \$10.58 for up to 15 hours per week.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Karen Hogan to the part-time grant-funded SWIC EE position of Advocacy Representative effective December 2, 2019 at an hourly rate of \$10.58 for up to 15 hours per week. The motion carried. (This item will appear on the consent agenda.)

### **REQUESTS TO HIRE**

The following requests to hire were presented by Chief HR and Operations Officer Moyer:

Olivia Clark, part-time SWIC EE position of Physical Fitness Specialist, effective December 3, 2019 at an hourly rate of \$17.50 for 10-20 hours per week;

Sakeenah Daniels, part-time SWIC EE position of Office Clerk-Pearson Vue/HiSET, effective December 2, 2019 at an hourly rate of \$10.58 for up to 28 hours per week;

Madila Pereira, full-time grant-funded SWIC EE position of Literacy ELA Secretary, effective December 2, 2019, Grade 4 of the SWIC Educational Employees IFT-AFT Local 6600 salary schedule and contingent upon the continued receipt of external funding;

Jennifer Percy, part-time Radiologic Technology (RT) Clinical Instructor/Supervision at an hourly rate of \$25.00 for .5 hours weekly for the Spring 2020 semester;

Cynthia Jenkins (9.19.19), Susan McDonald (12.02.19), Kimberly Mohr (12.02.19) and Meredith Shivers (12.02.19), part-time faculty in the Adult Education Department for Remedial Studies with additional duties at an hourly rate of \$25.00 for six hours per week;

Part-time Faculty for the Fall 2019 and Spring 2020 Semesters at a determined salary based on educational attainment and number of credit hours assigned:

Business Division

Jason Caraway, Paralegal, January 6, 2020  
Art Elliot, Accounting, January 6, 2020  
Ken Kelly, Logistics and Supply Chain Management, January 6, 2020  
Brian Link, Networking, January 6, 2020  
Dustin Warfel, Accounting, January 6, 2020  
Sam Williams, Logistics and Accounting, January 6, 2020

Health Sciences and Homeland Security

Minecia Bland, Medical Laboratory Technology, Spring 2020  
Rachel Dulaney, Nursing Education Instructor, Spring 2020  
Shanan Hesseldenz, Nutrition Instructor, Spring 2020  
Christina Jenkins, Nursing Education Instructor, Spring 2020

Math and Science

Judy Glynn, Biology, Spring 2020  
David Penwell, Physics, Spring 2020  
Teri Whealon, Chemistry, Spring 2020  
Technical Education  
Darren Goodlin, Electrical Program, December 2, 2019  
Alex Scholl, Aviation Pilot Training, January 6, 2020; and

ratify the hire of part-time faculty for the Fall 2019 semester effective November 6, 2019 under emergency-hire conditions:

Health Sciences and Homeland Security

Kyle Schulte, AOJ/Police Academy, \$41.73/hr for 5 hours  
Jonathan Friederich, AOJ/Police Academy, \$41.73/hr for 5 hours.

Mr. Campo asked if there was any way to send a memo to some of the assistant coaches, coaches, volunteers, etc. apprising them of open positions, in this instance the Physical Fitness Specialist. Dean Hatfield stated he will talk with Vicki Channer to make certain a note is placed in their mailboxes.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the hire of the above-named individuals as presented. The motion carried. (These items will appear on the consent agenda.)

#### **CLASSIFICATION REVIEW FOR SWIC EE POSITION**

Ms. Moyer presented a request to assign PTEC-212-01, Perkins and CTE Coordinator, a starting wage of \$17.50 per hour and to adjust the salary of bargaining unit member, Pamela Benson, an hourly rate of \$19.58 for FY2020 in accordance with Article 15.B.4, page 38 of the SWIC EE CBA.

The position description for PTEC-212-01 and associated changes were reviewed with other positions having a similar nature of work, scope of responsibility and qualifications. Based on the review of internal and external data, the increased hourly wage was recommended.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees assign PTEC-212-01, Perkins and CTE Coordinator, a starting wage of \$17.50 per hour and to adjust the salary of bargaining unit member, Pamela Benson, an hourly rate of \$19.58 for FY2020 in accordance with Article 15.B.4, page 38 of the SWIC EE CBA. The motion carried. (This item will appear on the consent agenda.)

#### **CHANGE IN ANNUAL RATE OF PAY**

Ms. Moyer presented a request to correct the annual rate of pay for newly-hired full-time grant-funded Assistant Director of Adult Education Meredith Shivers from \$59,000 to \$59,900 effective November 1, 2019 and subject to the Personnel Procedures for Administrators and the continued receipt of external funding. The request is made to correct an entry error.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees correct the annual rate of pay for Meredith Shivers as presented. The motion carried. (This item will appear on the consent agenda.)

#### **CHANGE OF EMPLOYMENT HIRE DATE**

Mr. Yursa presented a request to change the employment start date for ATS Driver, Alfred Fox, to December 2, 2019. This request to change the employment start date from November 1, 2019 is due to a technical difficulty.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees change the employment start date for ATS Driver, Alfred Fox, to December 2, 2019. The motion carried. (This item will appear on the consent agenda.)

#### **REQUEST TO CREATE AND TO ADVERTISE**

Executive Director Tebbe presented a request to create and to advertise a full-time SWIC EE Accounts Receivable Specialist, Grade 7, in lieu of requesting to advertise the vacant SSS-109, Accounts Receivable Clerk position.

With the transition of the Student Accounts function moving under Student Services within the Enrollment Development and Institutional Planning division, several positions have been reviewed for alignment and integration of tasks. The addition of an Accounts Receivable Specialist will better serve the institution's needs to respond to both technical and escalated situations requiring a higher skill level.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees create and to advertise a full-time position of SWIC EE Accounts Receivable Specialist, Grade 7 as presented. The motion carried. (This item will appear on the consent agenda.)

**REQUEST TO CONTINUOUSLY ADVERTISE**

Ms. Moyer presented a request to continuously advertise for part-time faculty in the Arts and Humanities Division, English Department, for English and Reading instruction programs during the Spring 20 through the Fall 21 semesters.

Mr. Blomenkamp moved, seconded by Mr. Morton, to authorize administration to continuously advertise the positions as presented. The motion carried.

**REQUESTS TO ADVERTISE**

Ms. Moyer presented the following requests to advertise:

Full-time Administrative Position: Student Accounts and Financial Functional Analyst

Full-time SWIC EE Position: Accounts Receivable Clerk

Part-time SWIC EE Position: Computer Lab Assistant, SWGCC

Part-time Grant-funded SWIC EE Position: Special Projects Coordinator, Adult Education Department

Full-time Grant-funded SWIC EE Position: Grant Specialist

Mr. Blomenkamp moved, seconded by Mr. Morton, to authorize administration to advertise the positions as presented. The motion carried.

**MONTHLY NOTIFICATION OF PART-TIME PERSONNEL**

Ms. Moyer presented the monthly report of part-time personnel for October 2019. There are a total of seven newly-hired employees; 13 Persons of Interest; and three SWIC EE terminations on the October 2019 report.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the actions listed on the October 2019 report. The motion carried. (This item will appear on the consent agenda.)

**OTHER COMMITTEE RELATED BUSINESS**

Board Attorney Garrett Hoerner presented a request for recommendation to the Board of Trustees to adopt Resolution Authorizing and Directing Application for License in the Community College Cannabis Vocational Pilot Program.

Mr. Hoerner stated only so many licenses will be awarded by the Department of Agriculture, along with ICCB. By statute eight licenses are allowed, however he anticipates less than that will be awarded.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees adopt Resolution Authorizing and Directing Application for License in the Community College Cannabis Vocational Pilot Program. The motion carried. (This item will appear on the consent agenda.)

**ADJOURNMENT**

Mr. Blomenkamp moved, seconded by Mr. Morton, to adjourn the meeting at 5:15 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees