

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
September 16, 2019
5:00 p.m.

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

Trustees present: Steve Campo
Nick Raftopoulos (arrived at 5:15p)
Richard Roehrkasse
Dejanae Thomas-Jackson

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

Brad Sparks

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:00 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Verdu moved, seconded by Mr. Blomenkamp, to approve the following minutes:

July 8, 2019 regular meeting
July 8, 2019 Executive Session
August 8, 2019 special meeting
August 8, 2019 Executive Session
August 19, 2019 regular meeting
August 19, 2019 Executive Session

The motion carried.

GRANTS

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

- Continuation of the Senior Health Insurance Program (SHIP) grant from AgeSmart Community Resources in the amount of \$3,500 for the period July 1, 2019 through December 31, 2019 to provide supplemental funds to offer SHIP counseling in the PSOP Resource Center;
- Continuation of the Retired Senior Volunteer Program (RSVP) grant from the Illinois Department on Aging in the amount of \$53992 for the period July 1, 2019 through June 30, 2020 to engage persons 55 years of age and older in volunteer service to meet critical needs and to provide a high quality of experience to enrich the lives of the volunteers; and
- Continuation of the Foster Grandparent Program (FGP) grant in the amount of \$22,427 for the period July 1, 2019 through June 30, 2020 to provide mentoring and tutoring to special needs children ranging in age from infancy to 21.

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

AGREEMENTS

Mr. Morton moved, seconded by Mr. Blomenkamp, 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 (Nursing Education Program) to participate in clinical experience;
- Renewal agreement between OSF Healthcare System, dba OSF Rehabilitation and Southwestern Illinois College, District #522 to allow Health Science students (Physical Therapist Assistant Program) to participate in clinical experience;
- Renewal agreement between the 375th Medical Group, Scott Air Force Base, IL and Southwestern Illinois College, District #522 to allow Health Science students (Physical Therapist Assistant Program) to participate in clinical experience;
- New agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 to provide SWIC students interested in Applied Communication Studies a pathway to complete their Bachelor of Arts degree at SIUE; and
- New agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 to provide SWIC students an opportunity to earn an Associate of Arts degree and transfer to SIUE on a guided pathway for completion of a Bachelor of Science degree in Political Science.

The motion carried. (These items 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

- Student Accounts and Financial Aid continue to contact students regarding Fall 2019 balances to establish payment arrangements.
- Academic Advising is contacting students who were granted a financial aid appeal. The goal of this outreach project is to ensure students are aware of services to have a successful term.
- Advising promoted the Red Bud Advantage Pilot Program. An advisor was scheduled two days per week at Red Bud to assist with the cohort.

Financial Aid Update

The Fall 2019 census date was Friday, August 23, 2019. Financial aid packages are evaluated and verified at this time. Students were sent notification regarding the importance of the census date in a Top 10 Topics email at the beginning of Fall 2019. This email included important information related to financial aid such as; book charging and disbursement dates.

Academic Advising Update

Per State Law, students who have completed 30 or more credit hours are strongly encouraged to meet with an academic advisor. Students pursuing Associates degrees were sent an email to their SWIC student email encouraging them to meet with an Academic Advisor to ensure they are on track to complete necessary degree requirements. Students were also sent notice via checklist in their eSTORM Student Center.

Enrollment Service

Apprenticeship registrations were completed early this academic year with assistance from Enrollment Services and Student Services at SWGCC.

Trustee Campo questioned the state law requirement that students who have completed 30 or more credit hours meet with an academic advisor. Mr. Tebbe stated it is not mandatory but students are strongly encouraged to do so.

Executive Director Tebbe reported we have electronic check-in for all student services (3-5 minutes for a service i.e. Technology Assistance Center and 15-20 minutes for an academic advisor.)

Mr. Campo inquired about enrollment. Mr. Tebbe stated we are down 1.72. A Retention Committee has been added to the Strategic Enrollment Management group; and they are working on attacking the issue of communication. President Mance stated the biggest thing is communication; once you lose that communication, you lose them.

TENTATIVE LIST OF GRADUATES, 2019 SUMMER SEMESTER

Dean of Technical Education Brad Sparks presented the tentative list of graduates for the 2019 Summer semester. There are 142 degrees that have been evaluated and will be awarded upon successful completion of any remaining requirements during the Summer 2019 term. The Enrollment Services office has evaluated those students who have applied by June 15, 2019 for graduation this summer.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the tentative list of graduates for the 2019 Summer semester. The motion carried. (This item will appear on the consent agenda.)

RUNNING START AGREEMENT TEMPLATES

Mr. Tebbe presented a request to approve template of the Running Start Agreement for Homeschooled Students and the template of the Running Start Intergovernmental Cooperation Agreement for the 2020-2021 academic year. Approval of the templates will provide the framework for the Running Start program. The program fee will increase to \$4858; additional changes are dates, name of the reporting division structure within SWIC, and increased GPA eligibility requirements.

Mr. Campo questioned Mr. Tebbe if he has statistics to support his opinion that a higher GPA would result in a higher success rate.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve template of the Running Start Agreement for Homeschooled Students and the template of the Running Start Intergovernmental Cooperation Agreement for the 2020-2021 academic year. The motion carried. (These items will appear on the consent agenda.)

EXECUTIVE SESSION

Mr. Blomenkamp moved, seconded by Mr. Verdu, to move into Executive Session at 5:21 p.m. to discuss personnel (5 ILCS 120/2(c)(1)); collective bargaining (5 ILCS 120/2(c)(2)); vacancy in a public office (5 ILCS 120/2(c)(3)); and/or litigation (5 ILCS 120/2(c)(11)). Upon a roll call vote those trustees voting aye were Mr. Blomenkamp, Mr. Verdu and Mr. Morton. Nays: None. Absent: None. Present: None. PASSED

There was consensus to return to regular session at 5:41 p.m.

ACTIONS TAKEN AS A RESULT OF EXECUTIVE SESSION

The following actions were taken as a result of Executive Session.

RESIGNATIONS

Executive Director of Human Resources Anna Moyer presented the resignations of Jordan May, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business September 30, 2019 and the resignation of Nicole Dutton, Facility Coordinator and Curator of the William & Florence Schmidt Art Center, effective close of business September 6, 2019.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignations of Jordan May and Nicole Dutton as presented. The motion carried. (These items will appear on the consent agenda.)

RETIREMENT NOTIFICATION

Dean Sparks presented the retirement notification of Lee Smith, Associate Professor and Coordinator, Fire Science Education program, effective close of business July 31, 2020. Mr. Smith has taught full-time in the Fire Science program since 2001 and played a major role in attaining the support and funding for the First Science Training Center.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees accept the retirement of Lee Smith, Associate Professor and Coordinator, Fire Science Education program, effective close of business July 31, 2020. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

Chief Administrative Services Officer Bernie Ysursa presented the following five appointment recommendations for the part-time grant-funded SWIC EE position of ATS Driver effective October 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week and subject to the continued receipt of external funding:

Dylan Carpinella
Regina Granderson
Brittany Robinson
George Taylor
James Turner

Mr. Ysursa presented the following appointment recommendations for the two full-time Commissioned Public Safety Officer positions at the Belleville Campus effective October 1, 2019 at an annual salary of \$38,188 with employment subject to provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019:

David Mooshegian
Brendan Wright

CASO Ysursa presented the appointment recommendation of Kip Heinle to the part-time position of Public Safety Commissioned Officer at the Belleville Campus effective October 1, 2019 at an hourly rate of \$17.00 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. Ysursa presented the appointment recommendation of Kiel Ainsworth to the full-time Custodian position at the Belleville Campus effective October 1, 2019 at an hourly rate of \$21.15.

Executive Director of Human Resources Anna Moyer presented the appointment recommendation of Elizabeth Gorman to the full-time administrative position of Evaluation Specialist in the Enrollment Services Office effective October 1, 2019 at an annual salary of \$40,00.00, Salary Grade 1 and subject to the Personnel Procedures for Administrators.

Chairman Morton presented the appointment recommendation of Anna Moyer to the retitled and restructured full-time administrative position of Chief Human Resources and Operations Officer effective October 1, 2019 at an annual salary of \$108,500.00, Salary Grade 10 and subject to the Personnel Procedures for Administrators.

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

REQUESTS TO HIRE

The following requests to hire were presented:

Chief Student & Community Development Officer Staci Oliver presented a request to hire full-time and part-time members in the Belleville AmeriCorps program for the 2019-2020 program year:

Yasanne Garrett, full-time tutor
Grace Hodges, part-time tutor

Dean Brad Sparks presented a request to hire part-time faculty in the Health Sciences & Homeland Security Division and the Technical Education Division for the Fall 2019 and Spring 2020 semesters at a determined salary based on educational attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Katie Halliwill, Medical Laboratory Technology, Spring 2020
John Gathard, Electrical Program, September 26, 2019
Michael Jackson, Welding Program, September 26, 2019

Dean Sparks presented a request to hire Ralph Roach, Jr. as a part-time non-union LACE Assistant for Sign Language Studies at an hourly rate of \$20.37 for the Spring 2020 semester.

Dean Sparks presented a request to hire Jeffrey Baltes and Torri Kuhse to the two part-time SWIC EE positions of Greenhouse Technician at the Belleville Campus at an hourly rate of \$15.00 for up to 28 hours per week for each position.

CSCDO Oliver presented a request to hire a part-time non-union instructor in the Community Education Division for Fall 2019:

Dian Bazzell, Illustrator Basics & Basics Photo Touch Up

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

RATIFICATION OF EMERGENCY HIRES

Dean Sparks presented a request to ratify the following emergency hires:

Part-time faculty for the Fall 2019 semester under emergency-hire conditions and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Math & Sciences

Ricky Harre, Agriculture (08.15.19)

Technical Education

Michael D. Moore, Electrical (09.04.19)

Richard Price, Electrical (09.16.19)

Bryce Dickenson, Welding (09.19.19)

Ivan Simms to the part-time SWIC EE position of Physical Fitness Specialist effective September 26, 2019 at an hourly rate of \$17.50 for 10-20 hours per week in accordance with the SWIC Educational Employees IFT-AFT Local 6600 salary schedule.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees ratify the emergency hires as presented. The motion carried. (These items will appear on the consent agenda.)

ADMINISTRATIVE, PROFESSIONAL AND SUPERVISORY STAFF (EDUCATION AND GRANT-FUNDED) SALARY INCREASE FOR FY 2020

Executive Director Moyer presented the request to approve the Fiscal Year 2020 Amended Reappointment of Full-time Professional and Supervisory Staff per appendix A and subject to the Personnel Procedures for Administrators. The salary listed on the proposed amended reappointment list reflects a 2% increase for FY 2020 from the salary grade midpoint for employees who are in good standing and occupied the position as of the 2019 fiscal year end.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve Fiscal Year 2020 Amended Reappointment of Full-time Professional and Supervisory Staff per Appendix A and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

CLASSIFICATION REVIEW FOR SWIC EE POSITION

Ms. Moyer presented a request to assign the Workforce Development Coordinator position (SSS-076) to Grade 5 and adjust the salary of bargaining unit member Donna Forsyth to \$41,411 effective September 1, 2019 as defined in Article 15.D. page 42 of the SWIC EE collective bargaining agreement. The Classification Review Committee completed review of the SSS-076 position and awarded the job description 72 points. Per the SWIC EE point scale, a Grade 5 has a range of 66 to 78 points; accordingly this position is reclassified to a Grade 5 position.

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

REQUEST TO CREATE AND TO ADVERTISE

Executive Director of Human Resources Moyer presented a request to create and to advertise the following grant-funded positions:

Full-time grant-funded administrative position of Program Outreach Coordinator at salary grade 2 per the administrator pay scale subject to the Personnel Procedures for Administrators and dependent upon the continued receipt of external funding; and

Two full-time administrative grant-funded positions of Student Services Specialist at salary grade 1 per the administrator pay scale subject to the Personnel Procedures for Administrators and dependent upon the continued receipt of external funding.

Ms. Moyer reported the college applied for a grant but has not yet been notified of any monetary award. Should the college not be funded, these requested positions will not be created/advertised.

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

REQUESTS TO CONTINUOUSLY ADVERTISE AND TO ADVERTISE

Executive Director Moyer presented the following request to continuously advertise:

Part-time Commissioned Public Safety Officers
Part-time Faculty Position: Librarian
Part-time Non-union Art Models, BC

Ms. Moyer presented the following requests to advertise:

Full-time Administrative Position: Curator, Schmidt Art Center
Part-time SWIC EE Position: Adult Basic Education Computer Lab Assistant
Part-time SWIC EE Position: Pearson VUE Office Clerk
Part-time Grant-funded Position: Advocacy Representative
Part-time SWIC EE Position: Success Center Computer Lab Assistant

Mr. Verdu moved, seconded by Mr. Blomenkamp, 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 August 2019. There are a total of 31 newly-hired employees; 12 Persons of Interest; and one part-time faculty termination on the August 2019 report.

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

ADJOURNMENT

Mr. Blomenkamp moved, seconded by Mr. Verdu, to adjourn the meeting at 5:57 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees