PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
August 6, 2012
5:00 p.m.

Committee members present:	Robert G. Morton, Chairman Philip L. Smith Eugene Verdu
Trustee present:	Brandon Wagner, Student Trustee (arrived at 5:20p)
Administrators present:	Georgia Costello, Ph.D. Clay Baitman H. O. Brownback Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming James Riha, Ph.D. Bernie Ysursa
Attorney present:	Garrett Hoerner

CALL TO ORDER
Mr. Morton called the meeting to order at 5:00 p.m. and announced a quorum.

APPROVAL OF MINUTES
Mr. Verdu moved, seconded by Mr. Smith, to approve the minutes of the regular meeting of July 9, 2012 as submitted. The motion carried.

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

- Renewal of ICCB grant in the amount of $400,000 for the period July 1, 2012 through June 30, 2013 to provide funding for SWIC to participate in ICCB's Highway Construction Careers Training Program for the purpose of training minorities and females in East St. Louis and surrounding communities for entry-level positions in the highway construction industry;

- Renewal of Greater East St. Louis Community Grant from ICCB in the amount of $455,180 for the period July 1, 2012 through June 30, 2013 to provide funding for initiatives which support students and the greater East St. Louis business community;

- Renewal grant from the Village of Shiloh in the amount of $20,000 for the period July 1, 2012 through June 30, 2013 to provide educational, recreational, and social activities at the Senior Center in the Village of Shiloh; and

- Renewal FY2013 Program Improvement Grant in the amount of $52,474 for the period July 1, 2012 through June 30, 2013 to enhance instruction and academic support activities used to strengthen and improve career and technical programs and services.

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:

- Addendum to contractual arrangement between Anderson Hospital, Maryville, Illinois and Southwestern Illinois College, District #522 to adjust the payment schedule to reflect the change in credit hours and courses included in the certificate of the Paramedic program;

- Addendum to contractual arrangement between Memorial Hospital, Belleville, Illinois and Southwestern Illinois College, District #522 to adjust the payment schedule to reflect the change in credit hours and courses included in the certificate of the Paramedic program;

- New agreement between St. Luke's Hospital, Chesterfield, Missouri and Southwestern Illinois College, District #522 to permit Health Sciences students (currently Respiratory Care) to utilize the clinical facility;

- New agreement between Edwardsville Fire Department, Edwardsville, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences students (currently EMS/Paramedic) to participate in clinical experience;

- New agreement between Dupo Ambulance, Dupo, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences students (currently EMS/Paramedic) to participate in clinical experience;

- Renewal agreement between St. Clair County, Illinois and Southwestern Illinois College, District #522 to provide structure for St. Clair County Office on Aging with office space at the SWIC Programs and Services for Older Persons building located at 201 North Church Street, Belleville, Illinois;

- Renewal agreement between Southern Illinois University Edwardsville and Southwestern Illinois College, District #522 to offer coursework for upper division and graduate courses on the Belleville, Red Bud, or Sam Wolf Granite City Campuses of Southwestern Illinois College;

- Renewal agreement between Southern Illinois University Carbondale and Southwestern Illinois College, District #522 to offer coursework for upper division and graduate courses on the Belleville, Red Bud, or Sam Wolf Granite City Campuses of Southwestern Illinois College;

- Renewal agreement between Morale, Welfare and Recreation Fund and the Stars & Strikes Bowling Center, a Non-Appropriated Fund Instrumentality (NAFI) of the Air Force and Southwestern Illinois College, District #522 to provide sponsorship support and recognition between the two entities; and

- New agreement between Southwest Family Clinic and Southwestern Illinois College, District #522 to allow mental health evaluations for students referred by the SWIC Campus Behavioral Intervention Threat Assessment Team who are potentially a danger to themselves and/or others. The cost to the college has increased over the past three years from $250 to $400 per student.

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

GIFTS TO THE COLLEGE

Vice President Fleming reported gifts of a coagulation analyzer to the Medical Laboratory Technology program and paperback books to the Library.

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.)

COURSE FEE ADJUSTMENT

Vice President Baitman reported a course fee adjustment for the Respiratory Care in Review course to cover the purchase of a self-assessment examination from the National Board for Respiratory Care. The mock examination will assist students in preparing for the required certification exam to practice as a respiratory care therapist.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the course fee adjustment. The motion carried. (This item will appear on the consent agenda.)

FINANCIAL AID UPDATE

Vice President Clayborne provided the following report:

2012-2013 Academic Year

We have begun awarding aid for the 2012-2013 academic year. At this point we have packaged 2,316 students.

Guarantee Date

For the 2012-2013 academic year the guarantee date was July 13, 2012. Students who submitted all needed paperwork and met all requirements by July 13, 2012 were guaranteed to have the financial aid they qualify for awarded by the state for the fall semester. We are currently verifying documentation from July 17 and have set an internal office goal of August 10 to have all verifications completed and awards posted to student accounts.

ISAC MAP Update

We have begun awarding MAP funds to students for the 2012-2013 academic year. Students who have completed their FAFSA by March 19 and are eligible will receive MAP funds for the

fall semester. In an effort to keep current, the Financial Aid office will be participating in a July 31 webinar regarding MAP updates, guidelines, and procedures.

New Student Orientation
The Financial Aid office will participate in the New Student Orientation on August 10. We will be presenting financial aid information and tips to students and parents.

Financial Aid Personnel
Dena Johnson, newly-hired Assistant Director of Financial Aid, will join the office August 6.

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

The full-time administrative position of Financial Aid and Student Employment Student Services Coordinator effective August 16, 2012 at an annual salary of $53,000 with employment subject to the provisions of the Personnel Procedures for Administrators. Vania Bragg's qualifications meet or exceed all of the requirements for the position. She holds a Bachelor of Science degree in Elementary Education from SIUE and possesses more than four years' experience in the Financial Aid and Student Employment Office at SWIC. Ms. Bragg is proficient in a number of software applications with an emphasis on PeopleSoft applications.

The motion carried. (This item will appear on the consent agenda.)

COACHING CONTRACTS FOR 2012-2013 ACADEMIC YEAR
Vice President Clayborne presented the coaching contracts for the 2012-2013 academic year for the following individuals:

Larry Petri	Men's Soccer-Head	$7960
Adam Sanchez	Men's Soccer-Assistant	$2690
Steve Campo	Men's Basketball-Assistant	$1470
Norm Toenjes	Men's Basketball-Assistant	$1470
Michael Moore	Baseball-Assistant	$2400*
Chad Lignoul	Women's Soccer-Head	$6730
Jamie Gavilsky	Women's Soccer-Assistant	$2450
Ed Martz	Softball-Assistant	$2450
Warren Thomas	Volleyball-Head	$6000*
Kevin Andres	Volleyball-Assistant	$2400

*new hire at base rate for 2012-2013

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees to initiate coaching contracts for the 2012-2013 academic year for the above individuals. The motion carried. (This item will appear on the consent agenda.)

NOTIFICATION OF LAYOFFS
Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees layoff full-time administrator Donna Holesinger, Title III Activity Coordinator/Curriculum Specialist, effective close of

business September 30, 2012. Vice President Eichenlaub stated Ms. Holesinger is a valued employee who has been very effective in her role as the lead full-time administrator of a successful Title III project. This layoff is solely the result of the conclusion of SWIC's five-year Title III project. The motion carried. (This item will appear on the consent agenda.)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees layoff full-time support services employee Marilyn Quitmeyer, Title III Secretary, effective close of business September 30, 2012. Dr. Eichenlaub stated Ms. Quitmeyer has been very effective in her role as secretary to the Title III project. This layoff is solely the result of the conclusion of SWIC's five-year Title III project. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE POSITIONS

Vice President Eichenlaub requested authorization to advertise the full-time grant-funded administrative position of Director of Green Jobs/Green Economy Initiative. This position will be responsible for coordinating SWIC's green economy efforts with statewide initiatives and for working on statewide projects. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time grant-funded administrative position of Director of Green Jobs/Green Economy Initiative. The motion carried.

Vice President Eichenlaub requested permission to advertise the SWIC EE part-time position of Registration Clerk-Scott Air Force Base. Funding for this part-time position is included in the FY 2013 Community Education budget. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the SWIC EE part-time position of Registration Clerk-Scott Air Force Base. The motion carried.

CIO Riha requested permission to advertise the part-time position of Help Desk Technician at the Belleville Campus. This is a 30-hour per week position. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time position of Help Desk Technician. The motion carried.

CHANGE IN EMPLOYMENT START DATE

Vice President Baitman stated the Board of Trustees appointed Kelly Bione and Jennifer Costello as Admissions Specialists at its July 18, 2012 meeting, with an effective employment start date of July 23, 2012. The start date for both Ms. Bione and Ms. Costello has been changed to July 30, 2012.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees change the employment start date for Kelly R. Bione and Jennifer L. Costello, Admissions Specialists, from July 23, 2012 to July 30, 2012. The motion carried. (This item will appear on the consent agenda.)

NOTIFICATION OF POSITION CLASSIFICATION CHANGE

Vice President Ysursa reported Director of Human Resources Sherry Favre notified him of a position classification change in the position of SSS-074, RSVP Volunteer Coordinator, held by incumbent employee Pat Etling. The position was assigned 67 points on the six compensable job factors, and this resulted in an upgrade from salary grade 4 to salary grade 5. The difference in starting rates of pay for salary grades 4 and 5 is 6%. In accordance with the union contract provisions Section 6.D. and 15.D.,

Ms. Etling's salary will be adjusted. This increase will take place incrementally to not violate the SURS 6% rule.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve position classification upgrade for Pat Etling, RSVP Volunteer Coordinator, from salary grade 4 to salary grade 5 and a 6% pay adjustment in accordance with the SWIC Educational Employees, Local 6224 IFT/AFT, AFL/CIO contract. The motion carried. (This item will appear on the consent agenda.)

MONTHLY NOTIFICATION OF NEWLY-HIRED PART-TIME PERSONNEL

Vice President Ysursa presented the monthly report of newly-hired part-time personnel. There were 19 new employees who have begun work and four persons of interest.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees ratify the newly-hired part-time personnel listed on the July 2012 report. The motion carried. (This item will appear on the consent agenda.)

MEDICAL PLAN FINANCIAL REPORTS

Mr. Ysursa presented the monthly financial report for July 2012. He stated July net claims paid totaled $219,478. This was approximately $123,693 less than our revenue so we have added this amount to our Claim Fund balance, which is now approximately $1,262,631.

Mr. Ysursa provided the 2012 Medical Plan Quarterly Expense Report for the second quarter of 2012. The report was jointly prepared by the Business Office and Human Resources. From January through June our net revenues were $2,100,192.62 and our net expenses were $2,466,907.33. In the first half of 2012 our net loss was $366,714.71. The Fund Balance on June 30, 2012 was approximately $1,180,103.25.

OTHER COMMITTEE BUSINESS

President Costello congratulated Vice President Clayborne and her staff for the recent hires in Financial Aid. The morale in the department is up.

ADJOURNMENT

Mr. Smith moved, seconded by Mr. Verdu, to adjourn the meeting at 5:27 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees