PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
October 8, 2012
5:00 p.m.

Committee members present:	Robert G. Morton, Chairman Philip L. Smith
Committee member absent:	Eugene Verdu
Trustees present:	Nick J. Mance, Board Chair Kenneth R. Joseph Richard Roehrkasse
Administrators present:	Georgia Costello, Ph.D. Clay Baitman H. O. Brownback Staci Clayborne Mark Eichenlaub, Ed.D. James Riha, Ph.D. Bernie Ysursa
Attorney present:	Garrett Hoerner

CALL TO ORDER
Mr. Morton called the meeting to order at 5:06 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, 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 Early School Leaver Transition Program grant in the amount of $127,132 for the period July 1, 2012 through June 30, 2013 to support youth ages 16-21 to prepare to earn a GED, transition to post-secondary education, and participate in work-based learning experiences; the programs are based at the Belleville and the Sam Wolf Granite City Campuses;

- Renewal of the third year of the five-year TRIO Student Support Services grant from the U. S. Department of Education in the amount of $242,626 for the period September 1, 2012 through August 31, 2013 to offer support services to low-income, first generation, or disabled students; the goal of TRIO Student Support Services is to increase the college retention rates and

graduation rates of its participants and to facilitate their successful transition to a four-year college or university; and

- Renewal of FY13 ICCB Career and Technical Education Innovation grant in the amount of $23,366 for the period July 1, 2012 through June 30, 2013 to fund innovative CTE program activities that support efforts to effectively focus on student transition, reduction in remediation, student retention/completion, Programs of Study; Continuous Quality Improvement, and/or Illinois STEM Learning Exchanges.

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:

- Renewal facility agreement between Foundation for Autism Services Today and Tomorrow, Maryville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at Southwestern Illinois College;

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

- New agreement between Total Renal Care, Inc., a subsidiary of DaVita, Inc. and Southwestern Illinois College, District #522 to allow Health Sciences students (currently EMS/Paramedic) to participate in clinical experience;

- Renewal facility agreement between Anderson Hospital, Maryville, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences students (currently Physical Therapist Assistant) to utilize the clinical facility;

- Amendment to academic affiliation agreement between SSM Health Care St. Louis, St. Louis, Missouri and Southwestern Illinois College, District #522 for the Respiratory Care program;

- Renewal facility agreement between St. Anthony's Medical Center, St. Louis, Missouri and Southwestern Illinois College, District #522 to permit Health Information Technology students to utilize the clinical facility; and

- Renewal agreement between AARP Foundation Senior Community Service Employment Program and Southwestern Illinois College, District #522 to provide AARP information on attendance and performance for several students sent to the college by AARP over the course of a calendar year.

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

GIFTS TO THE COLLEGE

Vice President Brownback reported the following gifts to the college on behalf of Vice President Fleming: books (both hardback and paperback) to the Library; china, flatware and crystal to the Foundation; and molas (textile artworks made from shirts or molas from 1963-1981) to the Schmidt Art Center.

Mr. Smith moved, seconded by Mr. Morton, 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 ADJUSTMENTS

Vice President Baitman reported the following course fee adjustments:

> The Culinary course fee changes are necessary to support the increasing costs of printing and food products associated with the Culinary Arts and Food Management classes.
>
> The Office Administration and Technology course fee chance is necessary to fund the increasing costs of technology and printing.
>
> The course fee adjustments for the HVAR courses will be used for the cost of student workers to assist with upkeep for the lab, and for instructional materials and supplies.
>
> The Respiratory Care course fee adjustments will cover the payment of contractual costs for the program.

Mr. Smith 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.)

TENTATIVE LIST OF GRADUATES-FALL 2012 SEMESTER

Vice President Baitman reported students (497) applying by June 15, 2012 for graduation this fall have been evaluated for graduation by the Enrollment Services Office. These students will be awarded their degrees upon successful completion of all remaining requirements during the Fall 2012 semester.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the tentative list of graduates for the 2012 Fall semester. The motion carried. (This item will appear on the consent agenda.)

ACADEMIC CALENDARS

Mr. Baitman provided the following report concerning the college's academic calendars:

> The 2013-2014 and 2014-2015 Academic Calendars have been shared with the Executive Committee of the SWIC Faculty Union.
>
> The 2013-2014 Aviation Maintenance Technology Academic Calendar has been shared with the Executive Committee of the SWIC Faculty Union. No comments or concerns have been noted.

Due to changes in financial aid eligibility requirements, programs that have coursework scheduled outside the normal academic year calendar will require a separate program calendar. The calendar for the Medical Assistant & Medical Billing and Coding programs has been shared with the President of the SWIC Faculty Union. As of this submission, no comments or concerns have been noted.

Due to changes in financial aid eligibility requirements, programs that have coursework scheduled outside the normal academic year calendar will require a separate program calendar. The calendar for the Paramedic program has been shared with the President of the SWIC Faculty Union. As of this submission, no comments or concerns have been noted.

Vice President Eichenlaub stated the Board annually approves the district-wide schedule of Adult Basic Education. The calendar has been sent to the faculty union for review.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the 2013-2014 and the 2014-2015 Academic Year calendars; approve the 2013-2014 Academic Year calendar for Aviation Maintenance Technology program; approve the 2013-2014 Academic Calendar for Medical Assistant & Medical Billing and Coding programs; approve the 2013-2014 Academic Calendar for Paramedic program; and approve the 2013-2014 Adult Basic Education calendar. The motion carried. (These items will appear on the consent agenda.)

FINANCIAL AID UPDATE

Vice President Clayborne provided the following report:

2012-2013 Academic Year

We have completed our financial aid disbursement for the Fall 2012 semester. A total of $13,344,577 has been disbursed thus far in the form of grants, loans, and scholarships for the semester. We disbursed $13,116,021 during this run for the Fall 2011 semester.

ISAC MAP Update

The MAP Grant is not only need-based, but eligibility is also determined by the time frame applications are submitted. The March 15th deadline from last year is estimated to be a minimum of two weeks earlier this year. In an attempt to be proactive, we are currently scheduling outreach at local high schools and community sites to ensure students are knowledgeable about maximizing their financial aid resources.

Financial Aid Training Day

The office has scheduled FA "Training Day" for Saturday, Oct 6th from 8:00 – 12:00. This day will provide an opportunity for all staff to be trained on current regulations and requirements. Satisfactory Academic Progress, Verification Policies, Return of Funds, and Customer Services are just a few key topics that will be discussed.

GRANT FUNDING QUARTERLY UPDATE

Dr. Eichenlaub provided the FY13 Grant Funding Report for the period July 1, 2012 through September 30, 2012. Dr. Costello stated the TAA grant is for our students and will take them over the top. The

grant will make SWIC one of the best institutions in the nation with the improvements to Advanced Manufacturing, Welding, Manufacturing and Electronics programs.

RESIGNATION

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

> Tesa Guetterman, Student Accommodator/Access Technology Specialist, effective close of business September 28, 2012. Ms. Guetterman has been employed at the college since March, 2000 and was appointed to her current position February, 2002.

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

RETIREMENT NOTIFICATION

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the following retirement notification:

> Lucy Johnston, Administrative Secretary in the Math & Sciences Division, effective close of business October 31, 2012. Ms. Johnston has been employed by the college since November, 2001.

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

APPOINTMENT

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

> The full-time position of Youth Services Coordinator with an effective date of October 19, 2012 at an annual salary of $35,000, subject to the Personnel Procedures for Administrators and contingent upon the continuation of external funding. Michelle Keim holds a Bachelor's degree in Psychology from Coastal Carolina University and a Master of Science degree in Counseling from Missouri Baptist University. She is currently a part-time counselor at SWIC and also works at the Comprehensive Behavioral Health Center in East St. Louis. She has worked as a counselor with school-based programs in Monroe and Randolph Counties for four years.

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

CHANGE IN EMPLOYMENT START DATE

Dr. Eichenlaub reported the appointment of Marcia Lochmann was approved at the September meeting of the Board of Trustees with a start date of October 5, 2012. This request is to revise Ms. Lochmann's start date to October 15, 2012.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees revise the employment start date for Marcia Lochmann, Director of Green Jobs/Green Economy Initiative, to October 15, 2012. The motion carried. (This item will appear on the consent agenda.)

REASSIGNMENT OF MARILYN QUITMEYER, FULL-TIME SUPPORT SERVICES AND RESCISSION OF NOTIFICATION OF LAYOFF OF KATIE BOOK

Dr. Eichenlaub stated Ms. Quitmeyer was very effective in her role as secretary to the Title III project. Due to the restructuring of a different position, she was able to obtain a Grade 4 full-time SWIC EE position equal to that of her Title III position.

Notification of the layoff of Ms. Book was approved by the Board of Trustees at its September meeting. Due to the restructuring of a position in Community Education, Ms. Book was able to retain her current position.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees reassign Marilyn Quitmeyer, full-time support services position for the Title III project, to Dual Credit Secretary effective October 1, 2012 and to rescind notification of layoff of Katie Book, Secretary, Instructional Services in Adult Basic Education, effective immediately. The motion carried. (These items will appear on the consent agenda.)

MILITARY LEAFE OF ABSENCE REQUEST

Vice President Baitman reported that Dr. Joseph Sobieralski, Assistant Professor, Economics, has requested a military leave of absence for the period January 4, 2013 through August, 2014. Mr. Baitman stated that under the collective bargaining agreement, Dr. Sobieralski will not accrue sick leave; insurance coverage may be at the faculty member's own expense; will not count toward salary increases, tenure, retirement, or longevity; and retirement credit for leave periods will be governed by regulations currently in force by SURS. Dr. Sobieralski's request is protected by federal legislation Uniformed Services Employment and Reemployment Act.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve request for military leave of absence for Dr. Joseph Sobieralski, Assistant Professor, Economics, for the period January 4, 2013 through August, 2014. The motion carried. (This item will appear on the consent agenda.)

REQUEST FOR NEW POSITIONS

Vice President Ysursa reported the custodial/maintenance staffing needs for the Liberal Arts II Building have been reviewed. He requested the creation of three new full-time custodian positions at the Belleville Campus. The positions will be filled after all in-house bidding is complete.

Mr. Smith moved, seconded by Mr. Morton, to approve the creation of three new full-time custodian positions at the Belleville Campus. The motion carried.

Vice President Baitman requested the new position of Assistant Instructional Technology Manager be approved. Funding exists in the FY 2013 budget to accommodate the request. The existing one full-time Assistant Instructional Technology Manager assists faculty district-wide. Presently the number of staff is not adequate to support the needs of both faculty and students using the teaching tool Blackboard Learning Management System software.

Mr. Smith moved, seconded by Mr. Morton, to approve the creation of the full-time position of Assistant Instructional Technology Manager. The motion carried.

AUTHORIZATION TO ADVERTISE POSITIONS

Vice President Clayborne requested authorization to advertise the full-time position of Student Accommodator/Access Technology Specialist and any other position that may occur as the result of an incumbent being hired. Funding for this full-time position is included in the FY13 budget. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the full-time position of Student Accommodator/Access Technology Specialist and any other position that may occur as the result of an incumbent being hired. The motion carried.

Ms. Clayborne requested permission to advertise the PTEC-194 Student Accommodator/Access Testing Specialist and any other position that may occur as the result of an incumbent being hired. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the PTEC-194 Student Accommodator/Access Testing Specialist and any other position that may occur as the result of an incumbent being hired. The motion carried.

Dr. Eichenlaub requested permission to advertise the PTEC-016 Special Project Coordinator: Vocational Programs position. The SWIC EE position is currently budgeted and funded in the FY 13 budget. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the PTEC-016 Special Project Coordinator: Vocational Programs position. The motion carried.

Dr. Eichenlaub requested authorization to advertise the anticipated vacancy for the full-time administrative position of Project Director: Urban Weatherization Initiative, contingent upon receipt of sufficient grant funding. The college is in the process of writing the Energy Auditor Grant and the Weatherization Grant, which are continuations of currently funded DCEO projects. Each new application contains a budget item for full-time director. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the anticipated vacancy for the full-time administrative position of Project Director: Urban Weatherization Initiative, contingent upon receipt of sufficient grant funding. The motion carried.

Vice President Baitman requested permission to advertise the part-time SWIC EE position in the Instructional Division at the Sam Wolf Granite City Campus. This will replace a fully budgeted FY 2013 part-time Instructional Services Assistant at the Sam Wolf Granite City Campus due to a position change/promotion within the division. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position in the Instructional Division at the Sam Wolf Granite City Campus. The motion carried.

Mr. Baitman requested authorization to advertise a part-time position in the Success Center at the East St. Louis Community College Center. He requested to redesign one of the four existing specialist positions and convert it to a coordinator/specialist position to provide administrative oversight of the Center and to coordinate Success Center programs at ESL. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise a part-time position in the Success Center at the East St. Louis Community College Center. The motion carried.

Mr. Baitman requested authorization to advertise the full-time position of Administrative Secretary-Math and Sciences Division due to the recently accepted retirement notification of Lucy Johnston. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the full-time position of Administrative Secretary-Math and Sciences Division. The motion carried.

2013 MEDICAL PLAN

Vice President Ysursa introduced Brian Tyrell, Vice President of Mesirow Insurance Services, Inc. Mr. Tyrell has been working with Human Resources on the college's 2013 Medical Plan. Mr. Ysursa stated these approved rates for health insurance will generate $5,072,160 in total plan revenue. This projected revenue of $5.072M exceeds the expected cost of $4.779M but is $776,137 less than the projected maximum plan cost of $5.848M in the quote provided by Standard Security. The Standard Security proposal did not take the SBC origin fees or the PCORI fees into account. If we have a good year we will be able to add a little more to our claim fund. If the monthly rates above are approved, they will generate 106% of the expected plan expenses. The plan presently has a positive cash balance of $1.1M. It is recommended a minimum balance of $1.2M remain in the claims fund to cover the $776,137 if the 2013 plan year hits the maximum cost point and to fund run-out claims.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve Standard Security as the stop loss carrier with a specific stop loss point in the amount of $100,000 which includes prescriptions and to approve the monthly rates for the four medical plan options for the period January 2013 through December 2013.

Employee Rates:	Plan Option	Monthly Rate
	HMO Single	$ 116.00
	HMO Family	$ 368.50
	PPO Single	$ 148.00
	PPO Family	$ 450.50

Employer Rates:	Plan Option	Monthly Rate
	HMO Single	$ 348.00
	HMO Family	$1,105.50
	PPO Single	$ 444.00
	PPO Family	$1,351.50

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

Mr. Tyrrell solicited quotations from the insurance market and has recommended the proposal from Cigna for life insurance and accidental life and dismemberment insurance coverage for January 2013 through December 2014. The recommendation has been reviewed and endorsed by the Employee Benefits Advisory Council.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees purchase package of life insurance and accidental life and dismemberment insurance coverage with Cigna for the period January 1, 2013 through December 31, 2014 at a rate of $.13 per $1,000 basic term life coverage, with all other voluntary coverage remaining at the 2012 rates. 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 62 new employees who have begun work and two persons of interest.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the newly-hired part-time personnel listed on the September 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 September 2012 and stated September was a very good month. Net claims paid totaled $292,436. This was approximately $50,402 less than our revenue so we have added this amount to our Claim Fund balance, which is now approximately $1,078,280.

EXECUTIVE SESSION

Mr. Smith moved, seconded by Mr. Morton, to move into Executive Session at 6:10 p.m. to discuss collective bargaining and personnel. Upon a roll call vote, those members voting aye were Mr. Smith and Mr. Morton. Nays: None. Absent: Mr. Verdu. Motion carried.

Mr. Smith moved, seconded by Mr. Morton, to return to regular session at 6:33 p.m. Upon a voice vote, the motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

There was no action taken as a result of Executive Session.

OTHER COMMITTEE BUSINESS

The next meeting of the Personnel, Programs and Services Committee is Tuesday, November 13, 2012 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 6:34 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees