

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**September 10, 2012**  
**5:00 p.m.**

Committee members present:                     Robert G. Morton, Chairman  
Philip L. Smith  
Eugene Verdu

Trustees present:                                 Nick J. Mance, Board Chair  
Kenneth R. Joseph

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

Deb Massena

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. Smith moved, seconded by Mr. Verdu, to approve the minutes of the regular meeting of August 6, 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 Secretary of State Adult Volunteer Literacy Program grant in the amount of \$65,000 for the period July 1, 2012 through June 30, 2013 to allow SWIC the ability to provide instructional tutoring to adults in basic reading, math, writing skills, and English language proficiency services focused on adults who read below the ninth grade level or can only speak English at a beginning level;

- Renewal of Secretary of State Cahokia Family Literacy Program grant in the amount of \$31,750 for the period July 1, 2012 through June 30, 2013 to allow SWIC, in partnership with community libraries, the ability to provide adult education, child education, parenting education, and parent-child learning activities to communities with significant at-risk populations;
- Renewal of Secretary of State Madison-Venice Family Literacy Program grant in the amount of \$29,750 for the period July 1, 2012 through June 30, 2013 to allow SWIC, in partnership with community libraries, the ability to provide adult education, child education, parenting education, and parent-child learning activities to communities with significant at-risk populations;
- Revised grant period of the Illinois Department of Human Services' FY2012 AmeriCorps grant to extend the contract end date from July 1, 2012 to December 31, 2012 to cover expenses past August 2012 for members still serving in the 2011-2012 program year;
- Renewal of Caregiver Counseling Program grant funded from the Area Agency on Aging of Southwestern Illinois in the amount of \$15,000 for the period October 1, 2012 through September 30, 2013 to provide counseling and social services for St. Clair County residents who are over the age of 60 or are caregivers of those who are over the age of 60;
- Renewal of Senior Companion Program continuing grant from the Corporation for National and Community Services in the amount of \$591,613.60 for the period July 1, 2012 through June 30, 2013 to provide volunteer services for income eligible adults age 55 and older and to those at risk of institutionalization;
- Renewal of continuing grant from the Corporation for National and Community Service in the amount of \$254,968 for the period July 1, 2012 through June 30, 2013 to support the Foster Grandparent Program by providing funds for foster grandparents to serve as mentors and tutors to special needs children ranging in age from infancy to 21 years;
- Renewal of the Older Adults Caregiver Counseling Services grant funded through the St. Clair County Mental Health Board in the amount of \$15,000 for the period July 1, 2012 through June 30, 2013 to provide counseling and social services for St. Clair County residents who are over the age of 60 or are caregivers of those who are over the age of 60;
- Renewal of the Older Adult Counseling Program grant in the amount of \$47,918 for the period July 1, 2012 through June 30, 2013 to assist in providing crisis intervention counseling to seniors 60+ along with those individuals caring for an elderly person; and
- Renewal of the CTE Regional Network grant in the amount of \$50,000 for the period July 1, 2012 through June 30, 2013 to offer ongoing professional development for community college CTE administrators and other relevant stakeholders to effectively focus on student outcomes, strengthen the connections between secondary and postsecondary education, and improve local accountability.

Dr. Eichenlaub stated even though the grants from Community Services were renewals, it is a highly competitive market and he is proud of staff who wrote the grants.

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:

- Renewal facility agreement between Cambridge House, Swansea, 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 facility agreement between Kool Kids Daycare, Troy, 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;
- Renewal lease agreement between Sheet Metal Workers International Association, AFL-CIO Local 268, Caseyville, Illinois and Southwestern Illinois College, District #522 to enable Southwestern Illinois College to offer apprenticeship classes at this facility;
- Renewal lease agreement between Steamfitters' Local 439, Caseyville, Illinois and Southwestern Illinois College, District #522 to enable Southwestern Illinois College to offer apprenticeship classes at this facility and with this organization;
- Renewal lease agreement between Bridge & Structural Ironworkers Local 392, East St. Louis, Illinois and Southwestern Illinois College, District #522 to enable Southwestern Illinois College to offer apprenticeship classes at this facility and with this organization;
- Renewal lease agreement between Painters District Council No. 58 AFL-CIO, Collinsville, Illinois and Southwestern Illinois College, District #522 to enable Southwestern Illinois College to offer apprenticeship classes at this facility and with this organization;
- Renewal lease agreement between Local 309, International Brotherhood of Electrical Workers, AFL-CIO, Collinsville, Illinois and Southwestern Illinois College, District #522 to enable Southwestern Illinois College to offer apprenticeship classes at this facility and with this organization;
- Renewal lease agreement between Southern Illinois Carpenters' Joint Apprenticeship Committee, Belleville, Illinois and Southwestern Illinois College, District #522 enable Southwestern Illinois College to offer apprenticeship classes at this facility and with this organization;
- Revised agreement between St. Luke's Hospital, Chesterfield, Missouri and Southwestern Illinois College, District #522 to permit Health Sciences program students (currently Respiratory Care) to utilize the clinical facility;
- New agreement between Select Physical Therapy Holdings, Inc. and Southwestern Illinois College, District #522 to permit Health Sciences students (currently Physical Therapist

Assistant) to utilize any of their clinical facilities; (Note: Select Physical has 1105 facilities nationwide which will be open to our students with this one clinical agreement.)

- Appendix to agreement between St. Elizabeth's Hospital, Belleville, Illinois and Southwestern Illinois College, District #522 to offer the respiratory care program;
- Renewal agreement between St. Elizabeth's Hospital, Belleville, Illinois and Southwestern Illinois College, District #522 to permit Health Information Technology students to utilize the clinical facility; and
- New agreement between University of Illinois Extension and Southwestern Illinois College, District #522 to offer short-term learning experiences through the 21<sup>st</sup> Century Community Learning Center Program for Madison Senior High School students at the Sam Wolf Granite City Campus of Southwestern Illinois College and to provide support to families in their efforts to prepare their students for success in high school and in continuing education. (Note: SWIC supplied letters of support to Madison Senior High School and East St. Louis Sr. High School.)

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

### **CONTRACT**

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

- Amendment to add wording related to the Americans with Disabilities Act to existing contract with the Illinois Department of Corrections to provide educational services at the Menard Correctional Center in Chester to inmates scheduled for release. SWIC is in the second year of the three-year contract.

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

### **GIFT TO THE COLLEGE**

Vice President Fleming reported a gift of five years of *Science Magazine* to the Library.

Mr. Verdu moved, seconded by Mr. Smith, to recommend the Board of Trustees accept the gift to the college. The motion carried. (This item will appear on the consent agenda.)

### **COURSE FEE ADJUSTMENTS**

Vice President Baitman stated the request for course fee adjustments for the Fire Sciences courses and the Health Related Occupations courses is due to the additional option of online delivery of the courses and for printing costs, jump drives, DVDs and SMART classroom technology. This is done for the benefit and best interests of the students.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the course fee adjustments. 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 packaged 5,043 students so far this year - 1,460 more than where we were at this time last year. The improvement is due to new office leadership and the hard work of the entire office staff.

### ISAC MAP Update

We continue to award MAP to our students. Our first payment request was sent to ISAC on Tuesday, September 4 in the amount of \$364,875 for the fall 2012 semester.

### FY 2012 Audit

We have completed our interim session of the annual audit. Sixty files were evaluated for R2T4 (Return of Title IV) accuracy. The calculations were done correctly and no funds need to be sent back to the Department of Education. As a result of this accuracy, no additional files need to be evaluated. Forty files were tested for other requirements (verification, enrollment status, estimated family contribution calculations, etc.) and also successfully passed. The second session is scheduled to begin September 10<sup>th</sup>.

### Standards of Excellence Report

The Financial Aid Office has received a draft report from the Standards of Excellence team. SWIC employees who participated in the review are currently drafting a response document. There were 25 compliance exceptions but nothing very serious. The Administrative team is utilizing the report to improve student services and maintain office compliance.

### Financial Aid Training Day

The Financial Aid Office is working on creating a training opportunity for all staff. The day will ensure staff stays current on regulations and subsequent improvements in office operations. Satisfactory Academic Progress, Verification Policies, Return of Funds, and Customer Services are just a few key topics that will be discussed.

### Financial Aid Personnel

Vania Bragg, newly-hired Financial Aid and Student Employment Student Service Coordinator, joined the office August 16.

## **RESIGNATION**

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

Ryan Mahoney, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business August 30, 2012. Mr. Mahoney has been with the college since June 2008. He has accepted a position with the Belleville Fire Department.

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

## APPOINTMENTS

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

The full-time administrative position of Director of Green Jobs/Green Economy Initiative with an effective date of October 5, 2012 at an annual salary of \$61,000 subject to the Personnel Procedures for Administrators and contingent upon the continuation of external funding. Marcia Lochmann's qualifications meet or exceed all of the requirements for the position. She holds a Master of Science in Environmental Science from Texas A&M University and a Bachelor of Science in Education from Indiana University. Ms. Lochmann currently is the Director of Sustainability and Public Engagement at Lewis & Clark Community College. Her credentials, combined with the experience, support her recommendation for this position.

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

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

The full-time SWIC EE position of Counseling Center Secretary at the Sam Wolf Granite City Campus effective September 20, 2012 at an annual salary of \$27,860.00 which is Salary Grade 4 of the 2011-2012 Salary Schedule with the SWICEE Local 6600 IFT/AFT, AFL/CIO. Connie Gudelauski's qualifications meet or exceed the requirements established for this position. She is a graduate of Granite City High School in Granite City, Illinois and possesses nine years' work experience in general office and record keeping duties at the SWGCC Campus. Ms. Gudelauski is experienced in PeopleSoft student administration system, scheduling software, and Microsoft Office Suite.

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

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

The full-time position of Non-Commissioned Public Safety Officer at the Belleville Campus effective September 20, 2012 at an annual salary of \$28,392.00 (\$13.65 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS), Southwestern Illinois College Chapter, 2011-2012 (Successor Agreement). Michael Flake's background, skills, and attributes meet or exceed the requirements established for this position. He has been employed at SWIC as a part-time Non-Commissioned Officer since May 2011. Mr. Flake is currently in the SWIC Part-time Police Academy with a local police department and anticipates graduation in February 2013. He is NIMS/ICS trained and has received other certificates related to Public Safety.

The full-time position of Non-Commissioned Public Safety Officer at the Belleville Campus effective September 20, 2012 at an annual salary of \$28,392.00 (\$13.65 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS), Southwestern Illinois College Chapter, 2011-2012 (Successor Agreement). Cody Wiley's background, skills, and attributes meet or exceed the requirements established for this position. He has been employed

at SWIC as a part-time Non-Commissioned Officer since May 2011. He is currently in the SWIC Part-time Police Academy with a local police department and anticipates graduation in February 2013. He is NIMS/ICS trained and has received other certificates related to Public Safety.

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

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

The full-time position of Custodian at the Belleville Campus effective October 9, 2012 at an annual salary of \$41,454.40 (\$19.93 per hour) as determined according to the provisions of the agreement between the college and Service Employees Union Local #116. Nathan Dorsch possesses over five year's custodial experience. His most recent role has been that of the lead evening shift supervisor in O'Fallon District 90 schools. He is trained in first aid and CPR and holds OSHA certification for the use of chemicals and a certification for forklift driving. Mr. Dorsch is also a trained volunteer firefighter.

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

### **TITLE III GRANT EMPLOYEE COMPLETION OF DUTIES**

Dr. Eichenlaub reported the Title III Grant will end close of business September 30, 2012. Dr. Martha Giordano is a valued employee who has been very effective in her role as director of the Title III project. Her outstanding skills provided the leadership and vision that made the Title III programming a success.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept completion of duties of Dr. Martha Giordano, part-time Title III Director, effective close of business September 30, 2012. The motion carried. (This item will appear on the consent agenda.)

### **NOTIFICATION OF LAYOFF**

Vice President Eichenlaub presented the layoff of employee Katie Book, full-time support services position of Secretary, Instructional Services in Adult Basic Education, effective close of business October 8, 2012. This layoff is a result of Ms. Book's position being claimed through the process outlined in Article 11. Section B.5. of the SWIC EE Collective Bargaining Agreement by which Bargaining Unit Members who receive a layoff notice may utilize their seniority to displace less senior Bargaining Unit Members. Ms. Book has been very effective in her role as secretary in Adult Basic Education. She intends to apply for other employment opportunities within SWIC.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees layoff Katie Book, full-time Secretary, Instructional Services in Adult Basic Education, effective close of business October 8, 2012. The motion carried. (This item will appear on the consent agenda.)

### **MATERNITY LEAVE REQUEST**

Vice President Baitman presented maternity leave request for Jessica Talleur, Assistant Professor of Accounting for the projected period of February 18, 2013 through June 3, 2013.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve maternity leave request for Jessica Talleur, Assistant Professor of Accounting. The motion carried. (This item will appear on the consent agenda.)

### **REVISED JOB DESCRIPTIONS**

Mr. Baitman presented revised job descriptions for the Dean of Enrollment Services; the Dean of Learning Resources; and the Associate Dean of Learning Resources. Counseling responsibilities will be added to the Dean of Enrollment Services. Print Shop responsibilities will be deleted from the Dean of Learning Resources and the Associate Dean of Learning Resources. Mr. Baitman stated he will have more revised job descriptions to bring to the committee.

Mr. Verdu moved, seconded by Mr. Smith, to recommend the Board of Trustees to approve revised job descriptions for the Dean of Enrollment Services; the Dean of Learning Resources; and the Associate Dean of Learning Resources. The motion carried. (This item will appear on the consent agenda.)

### **MULTI-PHASE REORGANIZATION PLAN-STUDENT DEVELOPMENT DIVISION**

Vice President Clayborne presented the first step to a multi-phase reorganization plan of the Student Development division, designed to maximize the use of existing staff and financial resources while enhancing student services and retention activities. She requested authorization of the following:

Reassign PALS staff to the Financial Aid department to enhance student services, including but not limited to assisting with FAFSA and other Financial Aid required paperwork; providing individualized support with the enrollment process; Satisfactory Academic Progress; Default Prevention; and office community outreach opportunities with district high schools.

Reassign Career Center part-time staff to the Disability and Access Center as a transition from position eliminations occurring in the Career Center. Administration will reallocate FY 2013 funds to the advantage of the institution.

Reassign Career Center full-time staff (one administrator and one SWIC-EE) to shared duties in the Veterans' Services Office resulting from changes in workflow assessment. Administration will reallocate FY 2013 funds to the advantage of the institution.

Ms. Clayborne stated funding needed for the reorganization plan falls within the parameters of the FY 2012 budget and does not require additional financial support.

Mr. Smith moved, seconded by Mr. Verdu, to authorize the multi-phase reorganization plan of the Student Development division. The motion carried.

### **AUTHORIZATION TO ADVERTISE POSITIONS**

Vice President Eichenlaub requested authorization to advertise the PTEC-115 Office Clerk/Adult Basic Education position at the Sam Wolf Granite City Campus. This position provides office coverage for adult education classes for instructors and students. A staff person is on duty in the office until all night classes have started. The resignation of the night office clerk has been submitted effective close of business September 7, 2012. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to

advertise the PTEC-115 Office Clerk/Adult Basic Education position at the Sam Wolf Granite City Campus. The motion carried.

Dr. Eichenlaub requested permission to restructure the PTEC-196 ACE (Accelerated College Enrollment) Specialist Support Technician position to the full-time SWIC-EE/SSS-107 Grade 4 Secretary, Dual Credit position and to advertise the position. Given the outstanding growth of this program and the anticipation of future expansion, a full-time secretary is needed to manage the paperwork and record keeping involved in Dual Credit. Funding for this position will come from existing Community Education salary lines. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to restructure the PTEC-196 ACE (Accelerated College Enrollment) Specialist Support Technician position to the full-time SWIC-EE/SSS-107 Grade 4 Secretary, Dual Credit position and to advertise the position. The motion carried.

Dr. Eichenlaub requested permission to restructure the PTEC-022 position to PTEC-166 National Testing Center and Non-Traditional Programming Specialist and authorization to advertise. This restructuring provides uninterrupted services to students at Scott Air Force Base while maintaining existing services to the students at SWGCC. It is expected this individual will work 30 hours per week. Because the National Testing Center position requires a Bachelor's degree, the rate of pay for this position is slightly higher than the current rate of pay for the position. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to restructure the PTEC-022 position to PTEC-166 National Testing Center and Non-Traditional Programming Specialist and to advertise the position. The motion carried.

Vice President Clayborne requested authorization to advertise the vacancy of PTEC-043 Financial Aid Administrative Assistant that resulted from the incumbent employee being offered an administrative position. Ms. Clayborne also requested authorization to advertise the vacancy of any other position that may occur as the result of an incumbent employee being hired. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the PTEC-043 position and any other position that may occur as the result of an incumbent employee being hired. The motion carried.

CIO Riha requested permission to advertise the PTEC-177 Web Production Developer position. He stated the committee approved the revision and advertising of the PTEC-177 position in June 2012. The successful candidate was unable to meet the job performance requirements identified in the position description and was terminated. Dr. Riha requested authorization to advertise the position. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the PTEC-177 Web Production Developer position. The motion carried.

Vice President Yursa requested authorization to advertise for two full-time Non-Commissioned Public Safety Officers at the Belleville Campus effective September 20, 2012, each at an annual salary of \$28,392 with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS). Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise two full-time Non-Commissioned Public Safety Officers at the Belleville Campus. The motion carried.

**MONTHLY NOTIFICATION OF NEWLY-HIRED PART-TIME PERSONNEL**

Vice President Ysursa presented the monthly report of newly-hired part-time personnel. There were 32 new employees who have begun work and 34 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 August 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 August 2012. He stated August net claims paid totaled \$445,519. This was approximately \$102,348 more than our revenue so we have subtracted this amount from our Claim Fund balance, which is now approximately \$1,158,664.

**OTHER COMMITTEE BUSINESS**

The next meeting of the Personnel, Programs and Services Committee is Monday, October 8, 2012 at 5:00 p.m. in the Seibert Conference Room.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Verdu, to adjourn the meeting at 5:50 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees