PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
January 7, 2013
5:00 p.m.

Committee members present:	Robert G. Morton, Chairman Eugene Verdu
Committee member absent:	Philip L. Smith
Trustees present:	Kenneth R. Joseph Richard Roehrkasse
Administrators present:	Georgia Costello, Ph.D. Clay Baitman H. O. Brownback Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming James Riha, Ph.D. Mark Green Deb Massena
Attorney present:	Garrett Hoerner

CALL TO ORDER
Mr. Morton called the meeting to order at 5:08 p.m. and announced a quorum.

APPROVAL OF MINUTES
Mr. Verdu moved, seconded by Mr. Morton, to approve the minutes of the regular meeting of December 10, 2012 and the Executive Session minutes of December 10, 2012 as submitted. The motion carried.

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

- New Heartsaver Automated External Defibrillator (AED) grant sponsored by the Illinois Department of Public Health in the amount of $454.04 for the period July 1, 2012 through June 30, 2013 in support of adding three AEDs in the Liberal Arts II Building.

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

AGREEMENT
Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the following agreement:

- Renewal of Intergovernmental Agreement between Granite City School District #9 and Southwestern Illinois College, District #522 to negotiate a participation rate for the Running Start Program with Granite City School District #9.

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

Dr. Eichenlaub reported he has contacted every high school in the District concerning the Running Start Program and had received very favorable responses. The anxiety from the high school representatives is how to pay for the Running Start Program. They recognize the value; however how to pay for it is a concern.

COURSE FEE ADJUSTMENT
Vice President Baitman reported a course fee adjustment for AVIA 222 Transport Aircraft Systems for the computer software simulator. The course fee is to recover costs and costs only.

Mr. Verdu moved, seconded by Mr. Morton, 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:

Census Date
The Financial Aid and Student Employment Office has recently updated and corrected census date for the spring 2013 semester. To stay consistent with Enrollment Services and eliminate student confusion, the Financial Aid census date is 1/25/13.

Pell Grant Program Update
The 2013-2014 maximum Pell Grant award is increasing to $5635 compared to $5550 in 2012-2013. We have yet to receive the full Pell Chart for 2013-2014, but the increase was valuable news.

FSA Conference Update
Recently a few staff members were able to attend the Federal Student Aid Conference. Below are updates that were relayed to Financial Aid community:

- The Department of Education has consolidated many websites and has created www.studentaid.gov. This will allow students, parents, and even Financial Aid administrators to receive updates from a centralized location.

- Gainful Employment updates were presented; we are still awaiting a court decision. Currently all institutions must abide by the necessary disclosure requirements. Reporting and submission of new programs are currently off the table.

- Default Prevention was a significant topic and new payment options such as "Pay As You Earn" and "Income Contingent Plan" are being implemented.

- We received news of updated and new verification requirements. When more data and information are released we will immediately begin implementation for 2013-2014 academic year.

- Implementation of FAAA projects is occurring in community colleges across the country.

Training Day
We have recently scheduled our Financial Aid Training Day for March 2nd. We are currently discussing major topics to be discussed with all Financial Aid staff and hope to continue the recent success of last training day held October 6th.

IMPORTANT DATES FOR 2013 SPRING SEMESTER
Dr. Eichenlaub provided a list of important dates for the Spring 2013 semester.

eMARKETING CERTIFICATE
Vice President Baitman reported the Curriculum Committee approved a new eMarketing Certificate occupational program at its November 16, 2012 meeting. He requested a committee recommendation to the Board of Trustees.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve new eMarketing Certificate program. The motion carried. (This item will appear on the consent agenda.)

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

> The full-time position of Project Director: Urban Weatherization Initiative (UWI) at an annual salary of $58,000.00 effective upon Southwestern Illinois College's receipt and approval of the UWI grant application(s) now pending with the Department of Commerce and Economic Opportunity, subject to the Personnel Procedures for Administrators and contingent upon the continuation of external funding. William Reany possesses the required experience and background for this position. He is credentialed in the weatherization field and experienced in leading training programs. Mr. Reany has worked with those actively involved in weatherization both at SWIC as well as throughout the community.

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

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

> A full-time commissioned Public Safety Officer at the Belleville Campus effective February 21, 2013, pending successful completion of the Illinois Law Enforcement Officers Equivalency Examination and approved Illinois Training and Standards Board waiver, at an annual salary of $37,148.80 ($17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police

(ICOPS), SWIC Public Safety Employees Union. 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 Public Safety Officer since May 2011 and a full-time officer since August 2012. Officer Wiley is currently attending SWIC's part-time Police Academy and will graduate February 16, 2013. He is NIMS/ICS trained and has completed other training certificates related to Public Safety.

A full-time commissioned Public Safety Officer at the Belleville Campus effective February 21, 2013, pending successful completion of the Illinois Law Enforcement Officers Equivalency Examination and approved Illinois Training and Standards Board waiver, at an annual salary of $37,148.80 ($17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS), SWIC Public Safety Employees Union. 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 Public Safety Officer since May 2011and a full-time officer since September 2012. Officer Flake is currently attending SWIC's part-time Police Academy and will graduate February 16, 2013. He is NIMS/ICS trained and has completed other training certificates related to Public Safety.

A full-time commissioned Public Safety Officer at the Belleville Campus effective January 22, 2013, pending passing of the Southwestern Illinois College Police Pre-Academy POWER test scheduled on January 22, 2013 at an annual salary of $37,148.80 ($17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS), SWIC Public Safety Employees Union. Gina Deno-Thomas' background, skills, and attributes meet or exceed the requirements established for this position. She has been employed at SWIC as a part-time Public Safety Officer since December 2011and a full-time officer since March 2012. Officer Deno-Thomas successful completed the Florida Keys Community College Institute of Criminal Justice Basic Law Enforcement Academy in 2009. She is NIMS/ICS trained and has completed other training certificates related to Public Safety.

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

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

An Interim Counseling Coordinator effective February 4, 2013 for a maximum of six months ending on or before August 5, 2013 at a maximum 6% increase in salary during the interim period of service and receipt of a SURS service award upon completion of the interim term of service. The purpose behind this temporary appointment is to allow administration additional time to identify the impact of the yet-to-be-completed collective bargaining agreement with the adjunct counselors; to further evaluate the effectiveness of a new scheduling model for counselors of all ranks and have the opportunity to fine-tune a final job description for the new position. The search for the full-time candidate would begin as quickly as the issues cited may be resolved. Sue McClure is currently serving as Associate Dean of Success Programs for Southwestern Illinois College and is recommended for the Interim Counseling Coordinator position.

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

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

> The full-time administrative position of Coordinator of College Activities and Theatre Operations effective February 1, 2013 at an annual salary of $41,000.00 in accordance with the provisions of the Personnel Procedures for Administrators. Jeff Blue holds a Bachelor of Arts in English and Theatre degree from Truman State University and a Masters of Arts in Theatre from Lindenwood University. He has served as Activities Assistant for SWIC since August 2010 and as Theatre Manager for SWIC since September 1997.

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

AWARD OF TENURE

Vice President Baitman stated in accordance with the *Memorandum of Understanding* and applicable state law, Louis Marino is recommended for tenure with Southwestern Illinois College. Mr. Marino has completed the required series of evaluations. The appropriate faculty review committee and dean concur in the awarding of tenure for Mr. Marino.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees award tenure to Louis Marino, Industrial Technology, effective August 12, 2013. The motion carried. (This item will appear on the consent agenda.)

CONTINUED EMPLOYMENT OF NON-TENURED FULL-TIME FACULTY

Vice President Baitman stated in accordance with the *Memorandum of Understanding* and applicable state law, the following individuals are recommended for continued employment with Southwestern Illinois College. The individuals have been evaluated, and the appropriate faculty review committee and dean concur in the recommendation for third year continued employment.

Phillip Huling	Mathematics
Charles (Jim) Laing	Construction Management Technology
Keith Otten	Heating, Ventilation, Air Conditioning & Refrigeration
Robert Wachtel	Mathematics

Mr. Verdu moved, seconded by Mr. Morton, to award third-year employment to the individuals as presented. The motion carried.

TERMINATION OF EMPLOYMENT

Vice President Baitman stated in accordance with the *Memorandum of Understanding* and applicable state law, Marla Phillips is not recommended for continued employment. The appropriate faculty review committee and dean concur in the recommendation of dismissal. The final date of employment is effective at the end of the 2013 summer semester.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees terminate employment of Marla Phillips, Health Information Technology Coordinator effective close of business July 25, 2013**.** The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE POSITIONS

Vice President Clayborne requested authorization to advertise and fill four PTEC-194 Access Testing Specialist and Student Accommodator vacancies resulting from resignations and a newly revised job description that includes needed responsibilities related to access technology and provision of alternative formats. She also requested authorization to advertise and fill any position that may occur as the result of an incumbent employee being hired. Mr. Verdu moved, seconded by Mr. Morton, to authorize administration to advertise and fill four PTEC-194 Access Testing Specialist and Student Accommodator vacancies and to advertise and fill any position that may occur as the result of an incumbent employee being hired. The motion carried.

Vice President Clayborne requested permission to advertise and fill PTEC-229, Access Records Specialist and Student Accommodator, a newly created position with lead responsibility for specified accommodations and assistance with the overflow need for accommodated testing. She also requested authorization to advertise and fill any position that may occur as the result of an incumbent employee being hired. Mr. Verdu moved, seconded by Mr. Morton, to authorize administration to advertise and fill PTEC-229, Access Records Specialist and Student Accommodator, and to advertise and fill any position that may occur as the result of an incumbent employee being hired. The motion carried.

MONTHLY NOTIFICATION OF NEWLY-HIRED PART-TIME PERSONNEL

Controller Deb Massena presented the monthly report of newly-hired part-time personnel. There were five new employees who have begun work and two persons of interest.

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

MEDICAL PLAN FINANCIAL REPORTS

Ms. Massena presented the monthly financial report for December 2012. Net claims paid totaled $434,900. This was approximately $90,762 more than our revenue so we have subtracted this amount from our Claim Fund balance, which is now approximately $942,745.

EXECUTIVE SESSION

Mr. Verdu moved, seconded by Mr. Morton, to move into Executive Session at 5:50 p.m. to discuss collective bargaining and personnel. Upon a roll call vote, those members voting aye were Mr. Verdu and Mr. Morton. Nays: None. Absent: Mr. Smith. Motion carried.

Mr. Verdu moved, seconded by Mr. Morton, to return to regular session at 6:17 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 Monday, February 11, 2013 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Verdu moved, seconded by Mr. Morton, to adjourn the meeting at 6:19 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees