

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
PSOP
Mildred Feurer Hall
201 North Church Street
Belleville, IL
May 6, 2013
5:00 p.m.

Committee members present:

Robert G. Morton, Chairman
Philip L. Smith
Eugene Verdu

Trustees present:

Kenneth R. Joseph
Nick J. Mance
Richard Roehrkasse

Administrators present:

Georgia Costello, Ph.D. (arrived at 5:07 pm)
Clay Baitman
H. O. Brownback
Staci Clayborne (arrived at 5:07 pm)
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 5:04 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 April 8, 2013 and the Executive Session minutes of April 8, 2013 as submitted. The motion carried.

GRANTS

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

- New Curriculum Alignment Grant from the Illinois Community College Board in the amount of \$10,000 for the period April 8, 2013 through September 30, 2013 to support the implementation of Common Core State Standards for Mathematics and Language Arts; and
- New Muslim Journeys Bookshelf Grant awarded by the National Endowment for the Humanities in the amount of \$2,587.88 for March 2013 that consists of 25 books, three DVD films and an

online subscription which will be placed in the district library collection and housed primarily at the Sam Wolf Granite City Campus library

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:

- New facility agreement between National Archives & Records Administration, St. Louis, Missouri 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 agreement between Gateway Regional Medical Center, Granite City, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences program students to utilize the clinical facility at the Medical Center;
- Renewal agreement between St. Joseph's Hospital, Highland, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences program students to utilize the clinical facility at St. Joseph's Hospital;
- New agreement between Educational Testing Service, Scott Air Force Base, Illinois and Southwestern Illinois College, District #522 to conduct CLEP test administrations. All National Test Centers must complete new agreements in order to be authorized for the new testing procedures as they move from computer-based testing to internet-based testing in the fall; and
- New agreement between the Urban League of Saint Louis, Inc. and Southwestern Illinois College, District #522 to identify the roles and responsibilities of each party as they relate to the collaboration and partnership in performing the Residential Weatherization Project in East St. Louis, Illinois.

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

COURSE FEE ADJUSTMENTS

Vice President Baitman presented course fee adjustments for Physical Therapy, Liberal Arts and Math and Sciences.

The course fee adjustments for the PTA courses are to offset increases which have occurred in the program; accreditation fees; electronic documentation software and annual maintenance fees; annual subscription and licensing fees for electronic student clinical evaluation tool; fees to access the student licensing results; technology in the classroom; equipment calibration and repairs; site visit travel expenses; and LACE tutoring which is no longer supported by the Perkins grant.

The ART 120 course fee will be used to cover the cost for supervision of art computer lab, repair services for art computer lab, and for computers, printers and other instructional supplies. The course

fees for Broadcast Writing and Broadcast Announcing will be used for printing and instructional materials, including computer equipment and software.

The course fee adjustments for the Biology courses will cover the following expenses: salaries for lab assistants; expenses associated with maintenance of the water deionizer; print shop charges for tests, worksheets and handouts; supplies for laboratory activities; technology expenses for both software and equipment; replacement and upkeep of laboratory equipment; and travel to obtain laboratory supplies or attend meetings.

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.)

MINIMUM INSTRUCTOR REQUIREMENTS

Vice President Baitman reported the Minimum Instructor Requirements were forwarded to the Faculty Union and Executive Committee for review and were approved.

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

FINANCIAL AID UPDATE

Vice President Clayborne provided the following report:

2013-2014 Financial Aid Award Year

We have recently started downloading SWIC designated FAFSA for the upcoming award year. To date, we have received and communicated with 4080 students. Prioritizing this has allowed us to align services with enrollment, as well as decrease processing times.

ISAC MAP Program Update

ISAC recently sent a MAP-Alert to schools that 10% of funds will have to be returned for a group of students that were released from suspension status. Based on our calculation 63 students will be affected and a total \$4375 in funding would need to be returned ($\$43,752 * 10\%$). Administration is currently evaluating options and staying current on news related to this important topic.

Campus Based Program Funding 2013-2014 Award Amounts

Federal Supplemental Educational Opportunity Grant (FSEOG)
\$285,681 (\$46,623 decrease in funding)

Federal Work Study (FWS)
\$274,904 (\$39,120 decrease in funding)

Illinois Association of Student Financial Aid Administrators (ILASFAA) Update

Mr. Tebbe and Mrs. Johnson recently participated in the 2013 ILASFAA Conference. Verification Updates, 14-15 Pell Status, Default Management, and Fraud Prevention were a few of the many topics that were highlighted.

Know Before You Owe Act of 2012

On May 1st, Mr. Tebbe participated in a “Know Before You Owe” panel discussion sponsored by U.S. Senator Dick Durbin and U.S. Congressman Bill Enyart at Granite City High School. The primary focus of the discussion was to expose students to the differences between federal/state and private loan options; ultimately ensuring they have the necessary information to make educated decisions about student loan borrowing and the long term effects of each decision. Mr. Tebbe represented SWIC by fielding questions from graduating seniors and their parents. His presence/participation was in accord with our ongoing efforts to ensure local students are informed about all aspects of FA in a timely manner.

RESIGNATIONS

Mr. Smith moved, seconded by Mr. Verdu to recommend the Board of Trustees accept the resignation of Pamela Reeder, Registration Coordinator, effective close of business May 3, 2013. Ms. Reeder has been employed at the college since January 2012. The motion carried. (This item will appear on the consent agenda.)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Sarah Day, Assistant Instructional Technology Manager in the Faculty Technology Center, effective close of business May 7, 2013. Ms. Day has been employed at the college since November 2009. The motion carried. (This item will appear on the consent agenda.)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Marla Phillips, Coordinator/Assistant Professor of the Health Information Technology program, effective close of business April 12, 2013. Ms. Phillips has been a member of the full-time faculty since August 2009. She has secured an adjunct faculty member to finalize the delivery of her Health Information Technology classes. Ms. Phillips will continue in a part-time capacity until the end of summer to assist in program coordinator and transition. The motion carried. (This item will appear on the consent agenda.)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Dustin Simmons, Full-Time Commissioned Public Safety Officer at the Sam Wolf Granite City Campus, effective close of business April 30, 2013. Mr. Simmons has been employed at the college in various Public Safety positions since July 2009. He has accepted a full-time position with the Washington County Sheriff’s Department. The motion carried. (This item will appear on the consent agenda.)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Karen Stallman, Director of Sustainability, effective close of business May 17, 2013. Ms. Stallman began her position at SWIC in June 2004 and has served in the capacity of Director of Sustainability since November 2010. She has been a dedicated and well-respected employee both at SWIC and throughout the Southwestern Illinois region. The motion carried. (This item will appear on the consent agenda.)

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Alicia Willmont, Secretary, Community Education, effective close of business August 30, 2013. Ms. Willmont began her position at SWIC as a student worker in January 2003 in the Community Education

Department and has served in various capacities within that department. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

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

The SWIC Educational Employees full-time staff position of System Services Specialist at the Belleville Campus effective June 1, 2013 at an annual salary of \$33,967, which is Grade 7 of the SWIC Educational Employees IFT-AFT Local 6224 salary schedule. This position became available due to the retirement of Natalie Huck. Jennifer R. Parks' qualifications meet or exceed all of the requirements established for this position. She is a Microsoft Certified Application Specialist for Word, Excel and Access. Ms. Parks holds an AAS Web Design degree from SWIC and is also a former SWIC employee. She is currently pursuing a BA/MA in Organizational Studies at St. Louis University.

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 administrative position of Coordinator of the Success Center at the Sam Wolf Granite City Campus effective June 3, 2013 at an annual salary of \$47,000, with employment subject to the provisions of the Personnel Procedures for Administrators. This position became available due to the retirement of Steve Morrese. Alicia M. Kuhl's qualifications meet or exceed all of the requirements for the position. She holds a Master's degree in Mathematics from Western Illinois University and currently serves as a Math/Science Specialist at the Red Bud Campus Success Center.

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 Educational Employees full-time position of Secretary/Word Processor for the Math & Sciences Division effective May 16, 2013 at an annual salary of \$28,348, which is Grade 4 of the SWIC Educational Employees Bargaining Agreement salary schedule. This position became available due to the reassignment of Lisa Wiegard to the Administrative Secretary position for the division. Theresa Kirkwood's qualifications meet or exceed all of the requirements for the position. She holds an Associate of Applied Science degree for Administrative Assistant from Southwestern Illinois College and has served as a part-time Instructional Services Assistant for the Math & Sciences Division since August 2011.

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 Educational Employees position of Instructional Support Assistant at the Sam Wolf Granite Campus effective May 21, 2013 at an annual salary of \$30,078, which is

Grade 5 of the SWIC Educational Employees Bargaining Agreement salary schedule. This position became available due to the retirement of Kathy Cameron. Kristen Woods-Hahn's qualifications meet or exceed all of the requirements for the position. She holds an Associate of Applied Science degree in Electronic Publishing Specialist and an Associate of Arts degree from Southwestern Illinois College. She has served as a part-time Office Assistant at the Red Bud Campus since 2009.

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

SALARY ADJUSTMENTS

Dr. Eichenlaub presented a request to increase the salary of the Director, Basic Literacy and English as a Second Language. Board Chair Mance recommended an Executive Session to discuss this topic.

EXECUTIVE SESSION

Mr. Morton moved, seconded by Mr. Smith, to move into Executive Session at 5:32 p.m. to discuss personnel. Upon a roll call vote, those members voting aye were Mr. Smith, Mr. Verdu and Mr. Morton. Nays: None. Absent: None. Motion carried.

Mr. Smith moved, seconded by Mr. Verdu, to return to regular session at 6:31 p.m. Upon a voice vote, the motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Mr. Verdu moved, seconded by Mr. Smith, to table agenda items 4.C.1.2.3., Salary Adjustments. The motion carried.

REAPPOINTMENT OF GRANT-FUNDED PERSONNEL

Mr. Ysursa stated at the conclusion of each fiscal year the Board of Trustees is requested to reappoint externally-funded personnel for the next fiscal year beginning in July. These positions are all part of the SWIC Educational Employees bargaining unit and are all financed in whole or in part by external contract or grant funds.

Mr. Verdu moved, seconded by Mr. Smith, to recommend the Board of Trustees reappoint the externally-funded full-time personnel in the SWIC Educational Employees bargaining unit for the period July 1, 2013 through June 30, 2014, subject to grant approval and continued receipt of sufficient grant and contract funding. The motion carried. (This item will appear on the consent agenda.)

TENTATIVE ELIGIBILITY HIRING LIST FOR FULL-TIME COMMISSIONED OFFICERS

Mr. Ysursa reported the Board of Trustees approved the creation of Public Safety Hiring Eligibility List for full-time commissioned and non-commissioned officers in April 2010. The tentative eligibility list is valid for one year.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the tentative Hiring Eligibility List for full-time Commissioned Public Safety Officers at the Belleville and Sam Wolf Granite City Campuses for one year from the date of ratification by the Board of Trustees. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE POSITIONS

Vice President Baitman requested authorization to advertise the full-time administrative position of Assistant Instructional Technology Manager in the Faculty Technology Center, a vacancy created by the resignation of Sarah Day. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time administrative position of Assistant Instructional Technology Manager in the Faculty Technology Center. The motion carried.

Vice President Baitman requested permission to advertise the full-time administrative position of Registration Coordinator in the Enrollment Services Division at the Belleville Campus occurring as a result of the resignation of Pamela Reeder. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time administrative position of Registration Coordinator in the Enrollment Services Division at the Belleville Campus. The motion carried.

Mr. Baitman requested authorization to advertise a part-time SWICEE position in the Learning Resources Division at the Belleville Campus, a vacancy created by the resignation of Eileen Hill. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position in the Learning Resources Division at the Belleville Campus. The motion carried.

Mr. Baitman requested authorization to advertise the part-time SWICEE position of Counseling Services Assistant in the Counseling Center at the Belleville Campus, a vacancy created by the resignation of Deborah Lovekamp. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position of Counseling Services Assistant in the Counseling Center at the Belleville Campus. The motion carried.

Mr. Baitman requested authorization to advertise a part-time position in the Success Center at the Red Bud Campus, which became available due to the promotion of Alicia Kuhl. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise a part-time position in the Success Center at the Red Bud Campus. The motion carried.

Mr. Baitman requested authorization to advertise the part-time SWICEE position of Coordinator Assistant in the Business Division, which vacancy was created by the resignation of Michelle Haake. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position of Coordinator Assistant in the Business Division. The motion carried.

Vice President Eichenlaub requested authorization to advertise the full-time administrative position of Director of Sustainability, a vacancy created by the resignation of Karen Stallman. Dr. Eichenlaub also requested to advertise any 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 full-time administrative position of Director of Sustainability and any vacancy that may occur as the result of an incumbent employee being hired. The motion carried.

Dr. Eichenlaub requested authorization to advertise the SSS-047 position of Secretary, Community Education, a vacancy that became available due to the resignation of Alicia Willmont. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the SSS-047 position of Secretary, Community Education. The motion carried.

MONTHLY NOTIFICATION OF NEWLY-HIRED PART-TIME PERSONNEL

Mr. Ysursa presented the monthly report of newly-hired part-time personnel. There were 14 new employees who have begun work and seven 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 April 2013 report. The motion carried. (This item will appear on the consent agenda.)

MEDICAL PLAN FINANCIAL REPORT

Mr. Ysursa presented the monthly financial report for April 2013. Claims were approximately 20% less than the expected claim level for the month. Net claims paid totaled \$317,415. This was approximately \$72,746 less than our revenue so we have added this amount to our Claim Fund balance, which is now approximately \$628,354.

Mr. Ysursa stated staff is continuing to monitor the situation and will keep the committee apprised.

OTHER COMMITTEE BUSINESS

Dr. Costello stated the 29 questions posed by the Board of Trustees are being answered as an administrative team. Due to her absence, she wants to make certain all the questions are answered and requested the opportunity to review the document before presenting to the trustees. Trustee Roehrkasse requested an e-copy be maintained in case there are questions from the trustees in the future.

The next meeting of the Personnel, Programs and Services Committee is Monday, June 10, 2013 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Verdu moved, seconded by Mr. Smith, to adjourn the meeting at 6:45 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees