

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
July 8, 2013
5:00 p.m.

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

Trustees present: Dr. Harry Briggs (arrived at 5:10p)
Cliff Davis (arrived at 5:20p)
Kenneth R. Joseph
Richard Roehrkas (arrived at 5:19 p.m.)

Administrators present: Georgia Costello, Ph.D.
Clay Baitman
Staci Clayborne
Mark Eichenlaub, Ed.D.
James Riha, Ph.D.
Bernie Ysursa

Deb Massena

Attorney present: Garrett Hoerner

CALL TO ORDER

Mr. Morton called the meeting to order at 5:05 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 June 10, 2013 and the Executive Session minutes of June 10, 2013 as submitted. The motion carried.

GRANTS

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

- New United Way grant awarded to SWIC's Community Education Department in the amount of \$1,000.00 for the period June 18, 2013 through July 18, 2014 use for scholarships that will assist with tuition and transportation costs during the 2013 High School Summer Academy Program for students who live in Monroe County;
- New United Way grant awarded to SWIC's Community Education Department in the amount of \$1,000.00 for the period June 18, 2013 through July 18, 2014 use for scholarships that will assist

with tuition and transportation costs during the 2013 High School Summer Academy Program for students who live in Randolph County;

- Renewal Senior Services Coordination Program grant from the St. Clair County Housing Authority in the amount of \$62,500.00 for the period July 1, 2013 through June 30, 2014 that will help ensure the frail elderly living in subsidized housing will continue to obtain services which will allow them to live independently for as long as possible;
- Renewal Senior Companion grant from the Corporation for National and Community Service in the amount of \$560,231.00 for the period June 1, 2013 through June 30, 2014 to provide volunteer services for income eligible adults age 55 and older and to those at risk of institutionalization; and
- Renewal Postsecondary Perkins grant in the amount of \$535,544.00 for the period July 1, 2013 through June 30, 2014 focusing state and local efforts on continuously improving programs to facilitate the academic achievement of Career and Technical Education students.

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 Giggles & Grins, Inc., Highland, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at Southwestern Illinois College;
- Renewal facility agreement between Memorial Hospital of Chester, Chester, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences program students to utilize the clinical facility;
- New facility agreement between O'Fallon School District #90, O'Fallon, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences program students to utilize the clinical facility;
- Renewal facility agreement between Sparta Community Hospital of Sparta, Illinois and Southwestern Illinois College, District #522 to permit Health Sciences program students to utilize the clinical facility;
- Renewal facility agreement between Southern Illinois Hospital Services, which owns and operates Memorial Hospital of Carbondale, Herrin Hospital and St. Joseph Memorial Hospital of

Murphysboro, and Southwestern Illinois College, District #522 to participate in clinical experience at any of the three locations;

- Renewal agreement between Southwestern Illinois WorkNet One-Stop System, Belleville, Illinois and East St. Louis, Illinois and Southwestern Illinois College, District #522 to document the commitment of Southwestern Illinois College to provide staff for the resource rooms at the East St. Louis and Belleville WorkNet One-Stop Centers;
- Renewal agreement between State of Illinois Upward Mobility Program and Southwestern Illinois College, District #522 to allow State of Illinois employees, with proper verification, to enroll in courses at SWIC; the college will bill tuition and fees to the program and the student at a rate not to exceed the institution's standard tuition and fee rates; agreement is in force July 1, 2013 through June 30, 2014;
- New agreement between Madison County Employment and Training Department (MCETD) and Southwestern Illinois College, District #522 to participate in the Summer Youth Work Experience Program portion of its Youth Employment Enhancement Program for ten weeks;
- New agreement between Running Start for Home Schooled Students and Southwestern Illinois College, District #522 to provide structure for home schooled students to participate in the Running Start initiative; and
- New agreement between Opal's House of St. Clair County and Southwestern Illinois College, District #522 to partner to help prevent homelessness and to assist veteran and or veteran families to obtain and remain in housing.

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

GIFTS TO THE COLLEGE

Vice President Eichenlaub presented gifts to the college on behalf of Vice President Fleming. Approximately 1000 carbide cutters were donated to the Technical Education-Precision Machining Technology program.

Mr. Hoerner reported the donation of \$398,000 to the Library from the Estate of Bea Fries will be paid out by the end of the month.

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 ADJUSTMENTS

Vice President Baitman reported the proposed course fees of \$20 from the current course fees of \$15 for Art courses are needed to cover the rising costs of instructional materials such as DVDs, projector bulbs, and computer and audio-visual equipment.

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

TENTATIVE LIST OF GRADUATES, SUMMER 2013

Vice President Baitman reported 481 students applied by February 15, 2013 for graduation this summer. The students 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 2013 Summer Semester.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the tentative list of graduates for the 2013 Summer Semester. The motion carried. (This item will appear on the consent agenda.)

FINANCIAL AID UPDATE

Vice President Clayborne provided the following report:

2013-2014 Academic Year

11,334 students have listed SWIC's school code on their FAFSA. To date, 2,384 students have submitted all required paperwork and been awarded financial aid for the 2013-2014 award year. Communication has gone out to students with incomplete packets.

Summer Semester

Over \$2M in financial aid funds were credited to approximately 1,700 student accounts for the summer semester. Refund checks were mailed the last week of June, and second loan disbursements will be mailed on July 12.

ICCB Program Review

We have recently participated in the ICCB Program Review. All documents have been submitted to Office of Instruction for review.

Federal Work Study Application Process

We are working with the IT software team to improve our work study application process, and utilize InfoShare to evaluate applications. This will streamline the process and eliminate evaluating paper applications.

Website Update

We are currently working with PI&M to create more user friendly website. The project is 90% complete and will be going live shortly. This will provide clarity on our programs, processes, and regulations in user friendly way.

GRANT FUNDING UPDATE REPORT

Dr. Eichenlaub provided the 4th Quarter Grants Report for FY13. There were no questions from the trustees.

RESIGNATION

Mr. Verdu moved, seconded by Mr. Smith to recommend the Board of Trustees accept the resignation of Timothy Harley, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business June 30, 2013. Mr. Harley has accepted a full-time position with the East Alton Police

Department. He has been employed at the college in various Public Safety positions since January 2009. The motion carried. (This item will appear on the consent agenda.)

RETIREMENT NOTIFICATION

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

Kathleen Johnson, Accountant, Belleville Campus Business Office, effective close of business September 27, 2013. Ms. Johnson has been employed in the Business Office since 2000. She has been a very dedicated employee and held a vital role in the day-to-day operations of the Business Office.

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:

A full-time Commissioned Public Safety Officer at the Belleville Campus effective July 18, 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. Cameron Rettig’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 February 2013. Mr. Rettig completed SWIC’s full-time Police Academy in November 2011. He is NIMS/ICS trained and has also completed other training certificates related to Public Safety.

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

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

The full-time tenure track faculty position of Instructor-Culinary Arts and Food Management Program at the Sam Wolf Granite City Campus effective August 12, 2013 at the Below Master’s level, Step 1 (\$44,781) on the 2013-2014 faculty salary schedule. Thomas Noonan’s qualifications meet or exceed all of the requirements for the position. He holds an Associate degree in Hotel and Restaurant Management and an Associate degree in Hospitality Culinary Management from Forest Park Community College. He possesses 13 years relevant work experience and has served as an Adjunct Culinary Arts and Food Management faculty member at SWIC for 17 years.

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 tenure track faculty position of Health Information Technology (HIT) Instructor at the Belleville Campus beginning August 12, 2013 at the Master’s, Step 3 (\$48,226) level on the 2013-2014 faculty salary schedule. Stacey Hairston’s background, skills, and attributes meet or

exceed the requirements established for this position. She holds a Bachelor of Science degree in Health Information Management and a Master of Health Administration from St. Louis University and possesses 13 years' experience in Health Information Technology.

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 Registration Coordinator at the Belleville Campus effective July 22, 2013 at an annual salary of \$47,000 and subject to the Personnel Procedures for Administrators. Sarah Hellin's qualifications meet or exceed all of the requirements for the position. She holds a Juris Doctor from the University of Illinois College of Law, Champaign, Illinois and a Bachelor of Arts in Political Science from the University of Illinois in Champaign. She possesses experience in the use of PeopleSoft to include student service components and those specific to Enrollment Services functions and responsibilities.

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

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

The full-time administrative position of Executive Director of the Sam Wolf Granite City Campus at an annual salary of \$85,000 effective August 1, 2013 and subject to the Personnel Procedures for Administrators. Frank Miles' qualifications meet or exceed all of the requirements for the position. He holds a Master of Arts degree, Public Administration and a Bachelor of Science degree from SIUE. He has been serving as the Business Development Manager of the Tri-City Regional Port District for two years. Prior to that he held the position of Madison County Treasurer and served in upper-level administrative positions for approximately 25 years.

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 Community Education Secretary effective August 1, 2013 at an annual salary of \$28,348, which is Grade 4 of the 2011-2014 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600, IFT/AFT, AFL/CIO. Stephanie Dunlap's qualifications meet or exceed all of the requirements for the position. She holds an Associate in Applied Science from SWIC and possesses experience with PeopleSoft, including Registration, Financial Aid and Student Records.

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

MATERNITY LEAVE REQUEST

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve maternity leave request for Deborah Joseph, Systems Analyst/Programmer at the Belleville Campus for the

projected period of late August 2013 through late October (eight weeks). This leave may need to be adjusted depending upon the medical condition. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE POSITIONS

Vice President Ysursa requested authorization to advertise the full-time administrative position of Accountant at the Belleville Campus. This position is open due to the retirement of Kathleen Johnson, effective September 27, 2013. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time administrative position of Accountant at the Belleville Campus. The motion carried.

Vice President Eichenlaub presented request on behalf of Vice President Fleming requesting permission to advertise the full-time administrative position of Director of Grants (formerly Grants Administrator). The job description has been revised and the salary adjusted to \$60,000-\$70,000. Chairman Morton requested to table the request one more month. He just returned from vacation and has not had an opportunity to review the request.

Vice President Baitman requested authorization to advertise the part-time vacancy in the Success Center at the Red Bud Campus. This position is vacant due to the reappointment of the previous Math/Science Specialist, Alicia Kuhl, as the Coordinator of the SWGCC Success Center. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time vacancy in the Success Center at the Red Bud Campus. The motion carried.

Mr. Baitman requested authorization to advertise the part-time SWICEE position in the Liberal Arts Division at the Belleville Campus. The vacancy was created due to the resignation of the current occupant of the position within the Liberal Arts Division. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position in the Liberal Arts Division at the Belleville Campus. The motion carried.

Mr. Baitman requested authorization to advertise the part-time SWICEE position in the Enrollment Services Division at the Belleville Campus. The vacancy was created as a result of a potential position change/promotion within the Enrollment Services division. Mr. Verdu moved, seconded by Mr. Smith, to authorize administration to advertise the part-time SWICEE position in the Enrollment Services Division at the Belleville Campus. The motion carried.

Vice President Clayborne requested authorization to advertise the part-time PTEC-244 SWICEE position of Intake and Assessment Specialist. The vacancy occurred as a result of the incumbent employee's resignation. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWICEE position of Intake and Assessment Specialist. 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 81 new employees who have begun work and six 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 June 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 June 2013. Claims were approximately 20% more than the expected claim level for the month. Net claims paid totaled \$456,622. This was approximately \$92,457 more than our revenue so we have subtracted this amount from our Claim Fund balance, which is now approximately \$476,875.

Mr. Ysursa stated staff is working with Mesirov and the Employee Benefits Council and advised that “changes are coming.” He will bring information to the committee next month.

EXECUTIVE SESSION

Mr. Smith moved, seconded by Mr. Verdu, to move into Executive Session at 5:50 p.m. to discuss personnel and the SURS Return to Work legislation. 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 6:14 p.m. Upon a voice vote, the motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

There was no action as a result of Executive Session.

OTHER COMMITTEE BUSINESS

Vice President Baitman advised the committee of the sudden death of Dr. Ed Brady, retired Psychology professor. Dr. Brady was teaching a summer class at the Belleville Campus.

Dr. Costello mentioned an article which appeared in the Belleville News-Democrat concerning fees charged by area high schools and stated the increases in some fees were astronomical.

Trustee Morton reminded the trustees of their evaluation of the college president and asked the evaluations be returned to him as soon as possible.

The next meeting of the Personnel, Programs and Services Committee is Monday, August 12, 2013 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Smith moved, seconded by Mr. Verdu, to adjourn the meeting at 6:17 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees