

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**August 12, 2013**  
**5:00 p.m.**

Committee members present:	Robert G. Morton, Chairman Philip L. Smith
Committee member absent:	Eugene Verdu
Trustee present:	Richard Roehrkasse
Administrators present:	Georgia Costello, Ph.D. Clay Baitman 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 5:07 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 July 8, 2013 and the Executive Session minutes of July 8, 2013 as submitted. The motion carried.

**GRANTS**

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

- Renewal AmeriCorps grant from the Illinois Department of Human Services in the amount of \$381,034 for the period August 16, 2013 through August 15, 2014 to support educational and community development activities of the Belleville AmeriCorps Program; (note: the FY 2014 allocation reflects a \$76,821 decrease in funding)
- Renewal Greater East St. Louis Community grant from ICCB in the amount of \$455,180 for the period July 1, 2013 through June 30, 2014 for initiatives which support students and the Greater East St. Louis business community; and

- Renewal FY2014 Program Improvement grant in the amount of \$47,405.22 for the period July 1, 2013 through June 30, 2014 to enhance instruction and academic support activities used to strengthen and improve career and technical programs and services.

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 agreement between Madison County Employment and Training Department, Wood River, Illinois and Southwestern Illinois College, District #522 to allow Madison County to refer students to SWIC for training and allow SWIC to submit bills for those students;
- New agreement between Madison County Employment and Training Department, Wood River, Illinois and Southwestern Illinois College, District #522 designating SWIC as a training vendor for SWIC's Welding Certificate and Advanced Technician programs; (note: SWIC will be paid through WIA's Individual Training Account processes)
- New agreement between University of Illinois at Chicago and Southwestern Illinois College, District #522 for services IGEN will be providing to the University of Illinois at Chicago Energy Resource Center; and
- New agreement between St. Louis Regional Chamber and Southwestern Illinois College, District #522 to secure formal permission from SWIC to include its data in the regional report and to provide assurances regarding the manner and timeline in which such data will be used by the St. Louis Regional Chamber and its partners.

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

### **GIFTS TO THE COLLEGE**

Vice President Fleming reported gifts this month to the following programs/departments: Technical Education-ACRT; Library; Nursing Education; Art Department; and Technical Education-PMT.

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.)

### **FINANCIAL AID UPDATE**

Vice President Clayborne provided the following report:

#### 2013-2014 Academic Year

We have begun awarding aid for the 2013-2014 academic year. We have packaged 3872 students for the year. Last year at this point we packaged 2316 students. This increase in awarded students is due to a revised oversight process led by our Technical Coordinator, Connie Witsberger.

### Verification Update

At this point our office has verified student files up until July 30th. Last year we were reviewing documents received as of July 17th. This two week improvement is due to a revised oversight led by Assistant Director, Dena Johnson.

### ISAC MAP Update

We have begun awarding MAP funds to students for the 2013-2014 academic year. Students who have completed their FAFSA by March 1st, and are eligible will receive MAP funds for the Fall semester.

### New Student Orientation

The financial aid office will be participating in the New Student Orientation event on August 8th and 9th this year. We will be presenting financial aid information and tips to students and parents.

### PALS

The PALS department has been diligently completing FAFSA's with our students for the 2013-2014 academic year. During the month of July 895 FAFSA's were completed with students.

### Bookstore Update

The Business Office, Financial Aid Office, and Barnes and Noble have developed a pilot program that will allow our students to receive their textbooks beginning August 12th. This will promote college preparedness, as well as decrease lines in multiple areas the first week of classes.

### Annual Internal Audit

The FAO recently completed the interim audit session. Initial detailed testing shows the department runs very well and all regulations are being followed. Final testing will begin in September.

## **IMPORTANT DATES FOR THE FALL SEMESTER**

Dr. Eichenlaub provided a list of important events for the 2013 fall semester.

## **RESIGNATION**

Mr. Smith moved, seconded by Mr. Morton to recommend the Board of Trustees accept the resignation of Cody Wiley, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business July 23, 2013. Mr. Wiley has been employed at the college in various Public Safety positions since May 2011. The motion carried. (This item will appear on the consent agenda.)

## **APPOINTMENTS**

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

The full-time administrative position of Assistant Instructional Technology Manager at an annual salary of \$46,000.00 effective September 9, 2013 and subject to the Personnel Procedures for Administrators. Lori Kovarik's qualifications meet or exceed all of the requirements for the position. She holds a Master of Management and a Bachelor of Business Administration degree

from Fontbonne University. Ms. Kovanik has served as Curriculum Coordinator at Fontbonne since October 2012 and Faculty Coordinator at Fontbonne from April 2007 to October 2012.

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

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

The full-time SWIC EE position of Secretary to the Teaching and Learning Center at an annual salary of \$28,348.00 effective August 22, 2013, 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. Stefanie Martin's credentials meet or exceed the requirements established for this position. She holds an AAS in Office Administration and Technology, majoring as a Legal Office Specialist, from SWIC and possesses nearly eight years' experience in clerical and educational environments.

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

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

The full-time administrative position of Basic Literacy and English as a Second Language Program Director at an annual salary of \$48,000.00 effective August 22, 2013 and subject to the Personnel Procedures for Administrators. Dr. Brandon Shigematsu's formal education, teaching and administrative background meet or exceed the employment criteria established for this position. He holds a Ph.D. in Curriculum and Instruction, with an emphasis in Teaching English to Speakers of Other Languages (TESOL), from the University of Nevada, Las Vegas. Both Dr. Shigematsu's Ph.D. and Master's degrees focused on TESOL. He served as Assistant Professor of ESOL program at Buena Vista University, Storm Lake, Iowa from July 2011-July 2013.

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

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

The full-time grant-funded SWIC EE position of Administrative Assistant, Senior Volunteer Programs at an annual salary of \$35,155.00 effective August 22, 2013, which is Grade 5 of the 2011-2014 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600, IFT/AFT, AFL/CIO, with employment contingent upon continuation of external funding. Lynette Calamese's credentials meet or exceed the requirements established for this position. She holds a Bachelor of Science degree in Business Administration from Lindenwood University. Ms. Calamese has worked as the Secretary/Bookkeeper for the Foster Grandparent Program at PSOP from March 2000 until present.

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

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

The full-time SWIC EE position of Student Services Coordinator at the Sam Wolf Granite City Campus at an annual salary of \$31,950.00 effective September 9, 2013, which is Grade 6 of the 2011-2014 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees, Local 6600, IFT/AFT, AFL/CIO. Ashley Martinez' education and professional experiences exceed the requirements established for this position. She holds a Bachelor of Arts in Contemporary Studies from Fontbonne University and has served as Assistant Manager, OPTIONS Business Office at Fontbonne from October 2010 to present.

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

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

The full-time grant-funded administrative position of Student Development Specialist, TRIO Student Support Services Program at an annual salary of \$35,000.00 effective September 16, 2013 and subject to the Personnel Procedures for Administrators and contingent upon the continuation of external funding. Kati Graville's education, coupled with her years of experience, meets or exceeds the requirements established for this position. She holds a Master's and a Bachelor's degree in Social Work from Southern Illinois University-Edwardsville. Ms. Graville possesses approximately three years' experience working as Housing Specialist for Chestnut Health Systems, where she implements treatment plans and provides crisis intervention services.

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

### **STUDENT DEVELOPMENT REORGANIZATION PLAN**

Vice President Clayborne presented another component in the multi-phase reorganization plan in the Student Development division. The intent of the reorganization continues to be to maximize use of existing staff and financial resources while enhancing student services and retention efforts.

The Minority Transfer and Multi-Cultural Student Services Center (MTMSSC) currently has one administrator and two part-time staff. Originally the focus of the center was to retain, recruit, nurture and support minority students in an effort to increase the minority population on campus. Today SWIC offices and departments focus on institutional approaches that not only improve overall customer services but also provide consistency in serving all students. While there are currently some program specific opportunities that highlight diversity on campus, the proposed reorganization plan will allow administration to maximize the use of existing staff and resources while expanding diversity awareness throughout the entire institution.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve reorganization plan of Student Development as follows: reassign Minority Transfer & Multicultural Student Services Center staff to support the institutional approach to provide services to minority students and to maximize the use of financial resources while enhancing student services and retention activities; revise the scope of duties within the full-time administrative position to include the expansion of diversity awareness and assistance in College Activities and the Disability & Access Center; and

reassign part-time staff resulting from changes in workflow, to prevent layoffs of the two part-time employees and if agreeable to the union and impacted employees, to two vacant positions in the Disability and Access Center previously approved for advertisement. The motion carried. (This item will appear on the consent agenda.)

**EARNINGS INCREASES FOR PART-TIME COACHING STAFF**

Vice President Clayborne reported the Board of Trustees, at its July 19, 2000 meeting, approved a 10% stipend increase for part-time coaches who have accumulated service of at least five years. The increase was subject to performance review and granted at the discretion of administration. Administration also agreed to offer similar increments of 10% on a coach’s five-year anniversary. This previously-approved action is in violation of the SURS 6% rule.

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

- 1) allow a 10% earnings increase, awarded incrementally, for three part-time coaches in accordance with Board approved action in July 2000 and in accordance with the guidelines of the SURS 6% rule:

	<u>Current</u> <u>Salary</u>	<u>10%</u> <u>Stipend</u>
Larry Petri Men’s Soccer Coach	\$7960	\$796
Steve Campo Men’s Basketball Assistant Coach	\$1470	\$147
Ed Martz Softball Assistant Coach	\$2450	\$245

- 2) rescind previously approved Board action of July 19, 2000 allowing for 10% earnings increases to part-time coaches with five years accumulated service;
- 3) allow remaining part-time coaches to receive 2.75% earnings increase as previously approved for other non-union part-time bargaining unit members in FY14:

	<u>FY13</u>	<u>FY14</u>
Adam Sanchez Men’s Soccer Assistant Coach	\$2690	\$2764
Norm Toenjes Men’s Basketball Assistant Coach	\$1470	\$1510
Michael Moore Baseball Assistant Coach	\$2400	\$2466

Rich Huber Women's Basketball Assistant Coach	\$ 0	\$1200
Robert Belleville Women's Basketball Assistant Coach	\$1200	\$1233
Warren Thomas Volleyball Head Coach	\$6000	\$6165
Kevin Andes Volleyball Assistant Coach	\$2400	\$2466
Chad Lignoul Women's Soccer Head Coach	\$6730	\$6915
Bonnie Burcham Women's Soccer Assistant Coach	\$ 0	\$2400

- 4) allow all non-union part-time coaches to receive earnings increases as awarded by the Board of Trustees.

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

**CHANGE IN HIRING STANDARDS FOR COMMISSIONED PUBLIC SAFETY OFFICERS - ACCELERATED ENTRY PROGRAM**

Vice President Yursa presented request from Public Safety Department to eliminate the POWER (Physical Agility) test for eligible Commissioned Public Safety Officer applicants who are, or previously were certified, a police officer in the State of Illinois or meet the Illinois Law Enforcement Training and Standards Board waiver requirements for out-of-state applicants. Administration anticipates this change will be beneficial by reducing the high turnover rate of staff; reducing the hiring process time from four months to approximately one month (depending on Board meeting schedules); increasing the number of experienced officers in the department by hiring currently certified, working officers or retired officers; and saving the cost of Police Academy tuition.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees authorize SWIC Public Safety Department to eliminate the POWER (Physical Agility) test for applicants who are, or were previously, certified as a police officer in the State of Illinois or meet the Illinois Law Enforcement Training and Standards Board waiver requirements for out-of-state applicants. The motion carried. (This item will appear on the consent agenda.)

**LAYOFF OF AMERICORPS FIELD COORDINATOR/VOLUNTEER COMMUNICATIONS**

Dr. Eichenlaub presented layoff information concerning Earnestine Gilbert, part-time SWIC EE PTEC-046 AmeriCorps Field Coordinator/Volunteer Communications effective close of business September 1, 2013. Ms. Gilbert has been very effective in her role, and this layoff is solely the result of the funding cuts in the 2013-2014 AmeriCorps grant.

There was no action required of the committee.

**AUTHORIZATION TO ADVERTISE POSITIONS**

Vice President Baitman requested authorization to advertise the part-time SWIC EE position of Testing Center Office Clerk at the Belleville Campus. This position, previously under Enrollment Services, was created by the reorganization of the Testing Center and COMPASS services. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Testing Center Clerk at the Belleville Campus. The motion carried.

Vice President Baitman requested authorization to advertise the part-time SWIC EE position of Testing Center Office Clerk at the Red Bud Campus. The position is vacant due to the resignation of Margarete Fiyak. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Testing Center Office Clerk at the Red Bud Campus. The motion carried.

Vice President Baitman requested authorization to advertise two part-time SWIC EE positions of Registration Clerk at the Belleville Campus. These are fully budgeted FY 2014 part-time positions. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise two part-time positions of Registration Clerk at the Belleville Campus. The motion carried.

Vice President Eichenlaub requested authorization to advertise the full-time grant-funded SWIC EE position of Secretary, Senior Volunteer Programs. The vacancy was created due to the reassignment of the incumbent. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the full-time grant-funded SWIC EE position of Secretary, Senior Volunteer Programs. The motion carried.

Dr. Eichenlaub requested authorization to advertise the part-time grant-funded SWIC EE position of Early School Leaver Coordinator. The vacancy was created as a result of the resignation of the incumbent. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time grant-funded SWIC EE position of Early School Leaver Coordinator. The motion carried.

Vice President Ysursa requested authorization to advertise the part-time SWIC EE position of Shipping and Receiving Clerk. The vacancy occurred as a result of the incumbent's resignation. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Shipping and Receiving Clerk. The motion carried.

Vice President Ysursa requested authorization to advertise the part-time non-union position of HRIS Assistant in the Office of Human Resources. This position is needed to meet the increased demands for information input and data retrieval from the Human Resource Information System (HRIS). Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time non-union position of HRIS Assistant in the Office of Human Resources. The motion carried.

CIO Riha requested authorization to advertise the part-time SWIC EE position of Switchboard Operator at the Belleville Campus. This position is required to provide support for the hours left vacant by the incumbent's resignation, specifically Monday through Saturday from 2-6 pm. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Switchboard Operator at the Belleville Campus. The motion carried.

Vice President Fleming presented request to advertise for the full-time administrative position of Director of Grants. The reassignment of the incumbent, Dr. Mark Eichenlaub, took place July 1, 2012. Mr. Fleming stated administration is eager to fill this position because the competition for grants has increased. Chairman Morton tabled the topic for further discussion.

Vice President Clayborne requested authorization to advertise the part-time SWIC EE position of Financial Aid Evening Reception Area Technician. The vacancy was created due to the resignation of the incumbent. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Financial Aid Evening Reception Area Technician. The motion carried.

Vice President Clayborne requested authorization to advertise the part-time SWIC EE position of Personal Advocate. The vacancy was created due to the incumbent's resignation. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Personal Advocate. The motion carried.

Ms. Clayborne requested authorization to advertise the part-time SWIC EE position of Financial Aid/Registration Specialist. This vacancy became available upon the incumbent's acceptance of a full-time position. Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Financial Aid/Registration 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 20 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 July 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 July 2013. Claims were approximately 12% less than the expected claim level for the month. Net claims paid totaled \$337,867. This was approximately \$47,798 less than our revenue so we have added this amount to our Claim Fund balance, which is now approximately \$498,160.

Mr. Ysursa also provided the medical insurance plan quarterly report for the second quarter 2013. He stated he and staff will continue to monitor the plan.

#### **EXECUTIVE SESSION**

*Mr. Smith moved, seconded by Mr. Morton, to move into Executive Session at 5:55 p.m. to discuss 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 6:00 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, September 9, 2013 at 5:00 p.m. in the Seibert Conference Room.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 6:01 p.m. The motion carried.

Respectfully submitted,

---

Beverly J. Fiss  
Secretary to the Board of Trustees