

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
December 9, 2013
5:00 p.m.

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

Committee member absent: Eugene Verdu

Trustees present: Harry Briggs, Ph.D.
Kenneth R. Joseph
Richard Roehrkas

Administrators present: Georgia Costello, Ph.D.
Clay Baitman
Staci Clayborne
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 5:05 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 November 12, 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 of Madison County Community Development grant in the amount of \$13,000 for the period January 1, 2014 through December 21, 2014 to fund the tuition for Adult Education students enrolled in Certified Nurse Assistant courses at the Sam Wolf Granite City Campus and to also pay GED test fees for Madison County residents; and
- Renewal of the IGEN statewide Equipment Loan Program (ELP) in the amount of \$20,000 for the period June 1, 2013 through May 31, 2014 for which SWIC is the fiscal agent; funds are available to IGEN for equipment purchase and maintenance for six ELP centers geographically dispersed across the state of Illinois.

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:

- New agreement between Green County Ambulance, Carrollton, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- Renewal agreement between sr4 Partners and Southwestern Illinois College, District #522 to allow IGEN, through the Illinois Department of Commerce and Economic Opportunity grant, to develop and implement a statewide behavior change for energy efficiency conference and publish the end result;
- New agreement between Belleville Township High School, District #201 and Southwestern Illinois College, District #522 to provide the structure to facilitate the Running Start Program with Belleville District #201;
- Renewal agreement between Morale, Welfare and Recreation Fund and the Scott Air Force Base 375th Force Support Squadron, a Non-Appropriated Fund Instrumentality (NAFI) of the Air Force and Southwestern Illinois College, District #522 to provide sponsorship support and recognition for the Scott Air Force Base Family Fun Fest;
- New agreement between Madison County Regional Office of Education #41 and Southwestern Illinois College, District #522 to specify the responsibilities of each party for the administration of GED tests at the Southwestern Illinois College Sam Wolf Granite City Campus as a Pearson Vue approved testing site; and
- New agreement between St. Clair County Regional Office of Education #50 and Southwestern Illinois College, District #522 to specify the responsibilities of each party for the administration of GED tests at Southwestern Illinois College Belleville Campus as a Pearson Vue approved testing.

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

GIFTS TO THE COLLEGE

Vice President Fleming reported gifts of hardback and paperback books and DVDs to the Library.

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.)

COURSE FEE ADJUSTMENTS

Vice President Baitman reported course fee adjustments for the Technical Education Division to be used to cover the increased cost of supplies and materials; the purchase of new/replacement equipment items as needed; and lab tech/student workers expenses. The course fees for the Aviation and CISCO courses are new courses and will be used to cover the expenses for eight hours of individual instruction; lab assistants; the CISCO Networking Academy Instructional Support Specialist; the annual contract with the Academy Support Center; instructor travel for

training and re-tooling; student workstations; lab equipment; instructional materials and supplies; printer supplies and student certification exams.

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

Financial Aid Training Day

December 12 and 16 are upcoming training days for the FAO. Open invitations to attend the training sessions will be extended to staff in offices that work closely with Financial Aid staff in providing student services. The purposes of the training are to ensure an accurate understanding of the FA process; SAP (Satisfactory Academic Progress) awarding; and other vitally important topics.

ISAC Update

The Financial Aid office is expecting the 2014-2015 MAP deadline to be February 15, 2014. The staff is currently strategizing and making plans to rigorously communicate this information to our current/prospective students and community at large.

Outreach Activities

The Financial Aid/PALS office participated at the Health Career Open House on November 2. Two Financial Aid representatives participated in a Financial Aid Q & A session at O'Fallon High School on December 5.

FSA Conference

Staff members recently attended the annual Federal Student Aid Conference. Updates and regulations were introduced and upcoming training will be planned to ensure the information is communicated to all FA staff and other affected departments.

RESIGNATIONS

Vice President Yursa presented the resignation notice from Christopher Layden, full-time non-commissioned Public Safety Officer at the Belleville Campus effective close of business December 7, 2013. Mr. Layden has been employed at the college in various Public Safety roles since October 2009. He has accepted a full-time position with Securitas at Lewis and Clark College facilities in Edwardsville.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Christopher Layden, full-time non-commissioned Public Safety Officer at the Belleville Campus effective close of business December 7, 2013. The motion carried. (This item will appear on the consent agenda.)

Vice President Yursa presented the resignation notice from Jessica Rolla, Manager of Student Accounts, effective close of business January 1, 2014. Ms. Rolla has been employed in her current position since May 6, 2013. Her resignation is contingent upon her appointment by the Board of Trustees to the position of Assistant Director of Financial Aid and Student Employment.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Jessica Rolla, Manager of Student Accounts, effective close of business January 1, 2014. 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 Director of Financial Aid and Student Employment effective January 2, 2014 at an annual salary of \$61,650 subject to the Personnel Procedures for Administrators. Jessica Rolla's qualifications meet or exceed all the requirements for this position. She holds a Bachelor of Science degree in Human Nutrition & Dietetics from Southern Illinois University Carbondale and possesses eight years' work experience focusing on the functions of financial aid in higher education. Ms. Rolla currently is the Manager of Student Accounts at SWIC.

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 position of ATS Scheduler effective December 19, 2013 at an annual salary of \$28,844, 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, and subject to the continued receipt of external funding. KaKeesha Branigan's qualifications meet or exceed those required for the position. She is a graduate of East St. Louis High School and possesses approximately three years' experience in school bus and para-transit transportation service.

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:

A full-time Commissioned Public Safety Officer at the Belleville Campus effective January 2, 2014 at an annual salary of \$37,148.80 (\$17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2012-2016. Christopher A. Bardill's background, skills and attributes meet or exceed the requirements established for this position. He has been employed as a Madison County Sheriff Deputy and possesses 25 years in law enforcement. Mr. Bardill successfully completed the written and physical tests established by the college and the physical agility test required by the Illinois Law Enforcement Training and Standards Board.

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:

A full-time Commissioned Public Safety Officer at the Belleville Campus effective January 2, 2014 at an annual salary of \$37,148.80 (\$17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2012-2016. Steven J. Wassink's background, skills and attributes meet or exceed the requirements established for the position. He successfully completed the written test established by the college, and he has completed the Illinois Law Enforcement Training and Standards Board Basic Law Enforcement Academy.

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:

A full-time Commissioned Public Safety Officer at the Belleville Campus effective January 22, 2014 at an annual salary of \$37,148.80 (\$17.86 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between SWIC and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2012-2016. Trevor P. Winters' background, skills and attributes meet or exceed the requirements established for this position. He holds a Bachelor of Arts degree in Criminal Justice Studies and has completed a six month internship with the Illinois State Police.

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

TENTATIVE ELIGIBILITY HIRING LIST FOR FULL-TIME COMMISSIONED PUBLIC SAFETY OFFICERS

Vice President Ysursa presented the tentative eligibility hiring list for full-time commissioned Public Safety officers at the Belleville Campus and the Sam Wolf Granite City Campus. The list would be valid for one year from the Board-approved date unless the list is exhausted through the Board-approved employment standards.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the tentative hiring eligibility list for full-time commissioned Public Safety officers at the Belleville Campus and the Sam Wolf Granite City Campus. The motion carried. (This item will appear on the consent agenda.)

SECOND YEAR RE-EMPLOYMENT OF NON-TENURED FULL-TIME FACULTY

Vice President Baitman stated in accordance with the *Memorandum of Understanding (MOU)* and applicable state law, Marijo Klingler, Health Information Technology, is recommended for continued employment with Southwestern Illinois College. Ms. Klingler has been evaluated in accordance with the *MOU*, and the appropriate faculty review committee and dean concur in the recommendation of continued employment for Ms. Klingler.

Mr. Smith moved, seconded by Mr. Morton, to approve second year re-employment of Marijo Klingler as presented. The motion carried.

AWARD OF TENURE

Vice President Baitman presented request to award faculty tenure to Samantha Rogers, Librarian, effective August 11, 2014 and to award faculty tenure to Dana Woods, Medical Assistant, effective August 11, 2014. Ms. Rogers and Ms. Woods have completed the required series of evaluations, and the appropriate faculty review committees and deans concur in the awarding of tenure.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees award faculty tenure to Samantha Rogers, Librarian, effective August 11, 2014 and to award faculty tenure to Dana Woods, Medical Assistant, effective August 11, 2014. The motion carried. (These items will appear on the consent agenda.)

MATERNITY LEAVE REQUEST

Vice President Ysursa presented maternity leave request for Jamie Wheeler, IGEN Grant Accountant and Coordinator, for the projected period of January 2, 2014 for a period of up to six weeks. The maternity leave will consist of a combination of paid and unpaid leave.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the maternity leave request for Jamie Wheeler as presented. 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 Manager of Student Accounts, which vacancy will occur as a result of the incumbent employee's resignation (subject to action by the Board of Trustees). This full-time administrative position was approved at the February 20, 2013 meeting of the Board of Trustees for a trial period of one year; the position was filled May 2013. Mr. Ysursa reported the Business Office has generated over \$73,000 in returns through the garnishing of Illinois income tax returns and collections from students documented in the system; and it is anticipated that once 2014 tax returns are processed, there will be even more significant monetary returns. He requested the position be made a full-time administrative position with no one-year provision. Mr. Morton stated he wants to have another year experience before committing to making the position permanent.

Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the full-time administrative position of Manager of Student Accounts as discussed. The motion carried.

MONTHLY NOTIFICATION OF NEWLY-HIRED PART-TIME PERSONNEL

Mr. Ysursa presented the November 2013 report of newly-hired part-time personnel. There were 18 new employees who have begun work and three 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 November 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 November 2013. Claims were approximately 21% less than the expected claim level for the month. Net claims paid totaled

\$283,132. This was approximately \$74,522 less than our revenue so we have added this amount to our Claim Fund balance, which is now approximately \$597,447.

EXECUTIVE SESSION

Mr. Smith moved, seconded by Mr. Morton, to move into Executive Session at 5:30 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 5:38 p.m. Upon a voice vote, the motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees issue a letter of reprimand to employee discussed in Executive Session and to place the letter of reprimand in personnel file of said employee. The motion carried. (This item will appear on the consent agenda.)

OTHER COMMITTEE BUSINESS

The next meeting of the Personnel, Programs and Services Committee is Monday, January 13, 2014 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 5:40 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees