

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
April 7, 2014
5:00 p.m.

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

Trustees present: Harry Briggs, Ph.D.
Kenneth R. Joseph
Nick J. Mance
Richard Roehrkasse

Administrators present: Georgia Costello, Ph.D.
Clay Baitman
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. Verdu moved, seconded by Mr. Morton, to approve the minutes of the regular meeting of March 3, 2014 and the Executive Session of March 3, 2014 as submitted. The motion carried.

GRANTS

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

- Renewal of the William Froelich Foundation grant in the amount of \$10,000 for the period July 1, 2014 through June 30, 2015 to provide funding for Foster Grandparent Program volunteers to compensate their travel to volunteer sites, in-service meetings and recognition programs;
- Amended ICCB Curriculum Alignment grant in the amount of \$10,000 for the period April 8, 2013 through May 31, 2014 to support implementation of the Common Core State Standards for Mathematics and English Language Arts; note: the grant period is being extended to May 31, 2014 instead of the original completion date of September 13, 2013;

- New IDCEO ETIP Multi-company Program grant in the amount of \$180,500 for the period July 1, 2013 through December 31, 2014 to provide funding to area companies for incumbent worker training programs; as the grant administrator, Selsius™ qualifies companies and training programs and will earn a 10% administration fee for its services; and
- Renewal of the Illinois Cooperative Work Study grant funded by the Illinois Board of Higher Education in the amount of \$15,184 for the period February 4, 2014 through June 30, 2015 to offer supportive services to SWIC interns enrolled in Associate of Applied Science degrees.

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

AGREEMENTS

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

- Renewal facility agreement between Children First Learning Center, Inc., Waterloo, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- Renewal facility agreement between Stoney Brooke Academy of Early Learning, Belleville, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- Renewal facility agreement between Toddle Towne Learning Center, Granite City, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- Renewal agreement between Illinois Center for Autism, Fairview Heights, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- Renewal agreement between The Early Years, Inc., Fairview Heights, Illinois and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at Southwestern Illinois College;
- Renewal agreement between Alton Memorial Hospital, Alton, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience at the hospital;
- Renewal agreement between St. Elizabeth's Hospital, Belleville, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience at the hospital;

- Renewal agreement between Computerstarz, Inc. and Southwestern Illinois College, District #522 to offer a variety of programs as developed in conjunction with SWIC's Community Education for the 2014 College for Kids summer program; and
- New agreement between College Central Network, Inc. and Southwestern Illinois College, District #522 to provide basic software to collect, enter and approve job posting, search resumes, refer students to prospective employers and generate reports about students, alumni, employers and job postings for the Veterans and Career Services Center.

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

GIFTS TO THE COLLEGE

Vice President Fleming reported gifts this month of books and CD's to the Library and a refrigerator to the Instruction Division.

Mr. Verdu 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 presented proposed course fee adjustments for Industrial Pipefitting courses; the Computer Information Systems program and the Mass Communications program. These proposed course fees have been reviewed by the appropriate department chair/program coordinator and dean. The course fee adjustments for the Industrial Pipefitting courses will cover increased cost of supplies and materials for industrial pipefitting and industrial hydraulics. The CIS course fees will cover the cost for lab assistants, instructional materials, instructional supplies, printer supplies, student workstations and lab equipment. The MCOM course fee adjustments are necessary to cover the cost for increased hours for lab assistants, instructional materials, printing, service for broadcast studio and classroom web page.

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

VALIDATION OF COLLEGE CURRICULUM

Vice President Baitman presented request to approve the curriculum of Southwestern Illinois College as presented in the ICCB Curriculum Master File dated February 3, 2014. The ICCB Curriculum Master File reflects the associate degrees and occupational certificates approved for SWIC. Approval will ensure that all of our degrees and certificates have the full recognition of the Board of Trustees and comply with ICCB regulations. This annual Board approval serves as a prelude to the program review process and the evaluation of the total curriculum. Mr. Baitman commented concerning social gerontology and stated, "Our folks are working with Marketing to better market our sociology and psychology classes for seniors. We are a stepping stone to bigger and better things."

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the curriculum of Southwestern Illinois College as presented in the ICCB Curriculum Master File dated February 3, 2014. The motion carried. (This item will appear on the consent agenda.)

TENTATIVE LIST OF GRADUATES FOR 2014 SPRING SEMESTER

Mr. Baitman presented request to approve the tentative list of graduates for the 2014 Spring Semester. There are 904 degrees that have been evaluated and will be awarded upon successful completion of any remaining requirements during the Spring 2014 term. The Enrollment Services office has evaluated those students who have applied by September 15, 2013 for graduation this spring.

Dr. Costello announced the keynote speaker for the GED Ceremony on Wednesday, May 14 is Ralph Korte of Korte Companies, Inc. The keynote speaker for SWIC Commencement on Thursday, May 15 is Jackie Joyner-Kersey, world renowned athlete and a graduate of Lincoln High School in East St. Louis.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the tentative list of graduates for the 2014 Spring Semester. The motion carried. (This item will appear on the consent agenda.)

FINANCIAL AID UPDATE

Dr. Eichenlaub presented the following Financial Aid update on behalf of Vice President Clayborne:

2014-2015 Financial Aid Award Year

Our office is in the process of creating documentation and policies to begin awarding for the 2014-2015 Award Year. Target date of 4/15/14 has been set to process current and prospective students for the upcoming year.

Bundle FA Test 32

FAO recently completed FA Test Bundle 32. Updates related to the 2014-2015 financial aid year were implemented through the PeopleSoft system. Verification updates, budget updates, and loan updates were a few of the topics that needed to be tested.

Financial Literacy Month

With Financial Literacy Month approaching, the PALS department will be setting up at designated areas around campus to discuss the importance of making informed decisions about student lending. FAO/PALS want to do as much as possible to ensure students are not over borrowing while attending SWIC.

Student Worker Appreciation Week

April 13th through April 19th is Student Worker Appreciation Week. Supervisors have been notified to show appreciation for all that our student employees do for SWIC and their department.

RETIREMENT NOTIFICATION

Vice President Fleming presented the retirement notification of Karen Sitzes, full-time Administrative Assistant for the Vice President of Marketing and Institutional Advancement, effective close of business April 30, 2014. Ms. Sitzes has been a dedicated and valued employee in various roles at the college since 1991.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Karen Sitzes, Administrative Assistant for the Vice President of Marketing and

Institutional Advancement, effective close of business April 30, 2014. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENT

Dr. Riha presented request to appoint the full-time position of Systems Analyst/Programmer at the Belleville Campus at an annual salary of \$62,000.00 effective May 1, 2014 with employment subject to the provisions of the Personnel Procedures for Administrators. Dr. Riha reported 13 individuals applied; five met the job requirements; and four were interviewed. Jim Woll's credentials far exceed the minimum requirements for this position. He holds a Bachelor of Science degree in Business with a major in Management Information Systems from University of Missouri St. Louis and possesses over 22 years of experience in analysis and programming. Mr. Woll's broad range of experience will minimize the learning curve.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Jim Woll to the full-time position of Systems Analyst/Programmer at the Belleville Campus at an annual salary of \$62,000.00 effective May 1, 2014 with employment subject to the provisions of the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

MATERNITY LEAVE REQUEST

Mr. Baitman presented request to approve the maternity leave request for Jessica Baack, Assistant Professor of Biology, beginning August 11, 2014. Ms. Baack anticipates extending her leave with Family Leave as allowed in Section 5.6 (6) of the 2011-2014 *Memorandum of Understanding*.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the maternity leave request for Jessica Baack, Assistant Professor of Biology, beginning August 11, 2014. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE

Mr. Fleming presented request to advertise the full-time SWIC EE position of Administrative Assistant to the Vice President for Marketing and Institutional Advancement. This position will become vacant upon the retirement of Karen Sitzes effective April 30, 2014. Mr. Verdu moved, seconded by Mr. Morton, to authorize administration to advertise the full-time SWIC EE position of Administrative Assistant to the Vice President for Marketing and Institutional Advancement. The motion carried.

Mr. Fleming presented request to advertise two part-time SWIC EE positions of Print Technician at the Sam Wolf Granite City Campus. One of the positions is vacant due to a recent resignation. The second position is currently filled with a temporary employee whose contract ends April 19. Mr. Verdu moved, seconded by Mr. Morton, to authorize administration to advertise two part-time SWIC EE positions of Print Technician at the Sam Wolf Granite City Campus. The motion carried.

Dr. Eichenlaub presented request on behalf of Ms. Clayborne to advertise the part-time SWIC EE position of Financial Aid Evening Reception Area Technician. The vacancy has occurred as a result of the incumbent employee's promotion. Mr. Verdu 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.

Mr. Baitman presented request to advertise the part-time SWIC EE position of Campus Technical Assistant at the Red Bud Campus. The vacancy was created by the resignation of Larry Runge. Mr.

Verdu moved, seconded by Mr. Morton, to authorize administration to advertise the part-time SWIC EE position of Campus Technical Assistant at the Red Bud Campus. The motion carried.

Dr. Eichenlaub presented on behalf of Ms. Clayborne to ratify the authorization to fill the Head Soccer Coach position. The vacancy occurred as a result of the incumbent employee's resignation. Mr. Verdu moved, seconded by Mr. Morton, to ratify the authorization to fill the Head Soccer Coach position. 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 12 new employees who have begun work and four 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 March 2014 report. The motion carried. (This item will appear on the consent agenda.)

MEDICAL PLAN FINANCIAL REPORT

Mr. Ysursa presented the monthly financial report for March 2014. Claims were approximately 43% more than the expected claim level for the month. Net claims paid totaled \$715,386. This was approximately \$260,081 more than our revenue so we have subtracted this amount from our Claim Fund balance, which is now approximately \$703,830. Mr. Ysursa stated we began 2014 with a fund balance of \$717,489.

EXECUTIVE SESSION

Mr. Verdu moved, seconded by Mr. Morton, to move into Executive Session at 5:15 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 5:57 p.m. Upon a voice vote, the motion carried.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees terminate the employment of Cynthia Massey, Senior Reservationist with Alternative Transportation System, effective April 17, 2014. The motion carried. (This item will appear on the consent agenda.)

NEXT COMMITTEE MEETING

The next meeting of the Personnel, Programs and Services Committee is Monday, May 12, 2014 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Verdu moved, seconded by Mr. Morton, to adjourn the meeting at 6:00 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees