

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
May 12, 2014
5:00 p.m.

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

Trustees present: Kenneth R. Joseph
Nick J. Mance (arrived at 5:35 pm)
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 5:06 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 7, 2014 and the Executive Session of April 7, 2014 as submitted. The motion carried.

GRANT

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

- Renewal of the Retired Senior Volunteer Program (RSVP) grant from the National and Community Service in the amount of \$91,060 for the period April 1, 2014 through March 31, 2015 to provide reimbursement to volunteers for nonprofit agencies in St. Clair and Madison Counties; this is the 31st year of the RSVP grant.

The motion carried. (This item 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 agreement between McKendree University, Lebanon, Illinois and Southwestern Illinois College, District #522 to provide classroom use and other amenities to McKendree University to

facilitate offerings of coursework for upper division and graduate courses at the Belleville, Red Bud, and Sam Wolf Granite City Campuses of Southwestern Illinois College;

- Renewal agreement between Southern Illinois University Edwardsville and Southwestern Illinois College, District #522 to offer coursework for upper division and graduate courses at the Belleville, Red Bud, and Sam Wolf Granite City Campuses of Southwestern Illinois College;
- New agreement between Cahokia High School District #187 and Southwestern Illinois College, District #522 to provide the structure to facilitate the Running Start Program with Cahokia District #187; and
- Amendment to the Running Start Agreement for Home Schooled Students' template to ensure SWIC is covered for services provided the summer prior to the Running Start year by splitting the fee into two payments: \$500 when the agreement is signed and \$3,500 billed to the student and due no later than August 5 of the student's first year in the program. Students will be billed \$4,000 by August 5 for their second year of the program.

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

GIFTS TO THE COLLEGE

Vice President Fleming reported gifts this month of assorted supply items to Technical Education-HVAR.

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 presented proposed course fee adjustments for Art classes that will help supplement the mandated 3% budget cuts. The proposed course fee for HIT 130, Intro to Computers for HIT, is a new course. The \$70 proposed course fee will cover the cost for instructional materials and supplies.

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.)

FINANCIAL AID UPDATE

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

2014-2015 Financial Aid Award Year

We have recently started pulling in FAFSAs for the upcoming award year. To date, we have pulled in and communicated with 4,273 students. Prioritizing this has allowed us to align services with enrollment and decrease processing times.

Campus Based Program Funding 2014-2015 Award Amounts

Federal Supplemental Educational Opportunity Grant (FSEOG) - \$315,304 (\$29,623 increase in funding)

Federal Work Study (FWS) - \$301,308 (\$26,404 increase in funding)

ILASFAA (Illinois Association of Student Financial Aid Administrators) Update

Director, Assistant Director, and the Student Service Coordinator at the SWGCC recently participated in the 2014 ILASFAA Conference. Verification Updates, Subsidized Loan Limit Rule, Default Management and Fraud Prevention were a few of the many topics that were highlighted.

3rd QUARTER FY13-14 GRANT FUNDING REPORT

Vice President Fleming presented the 3rd Quarter Grant Funding Report for July 1, 2013 through March 31, 2014 which lists all external grants (competitive and non-competitive) and other outside funding sources received by the college. The report reflected an awarded designation of \$45,705,451.83 from various entities. As of March 31, 2014, the college has received \$37,990,503.50, with an outstanding balance of \$7,714,948.33.

RESIGNATION

Dr. Riha presented request to accept the resignation of Jim Roth, Senior Systems Analyst, effective close of business April 25, 2014.

Mr. Verdu moved, seconded by Mr. Smith, to recommend the Board of Trustees accept the resignation of Jim Roth, Senior Systems Analyst, effective close of business April 25, 2014. The motion carried. (This item will appear on the consent agenda.)

RETIREMENT NOTIFICATIONS

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

Mike Coon, full-time Shipping Receiving Coordinator at the Belleville Campus, effective close of business June 27, 2014. Mr. Coon has been employed at the college for 30 years.

Thomas Reinhardt, full-time Custodian at the Belleville Campus, effective close of business May 31, 2014. Mr. Reinhardt has been employed at the college for over 25 years.

Lynn Loyd, full-time Custodian at the Belleville Campus, effective close of business June 15, 2014. Ms. Loyd has been employed at the college for approximately 14 years.

Jay Harrington, Athletic Director and Men's Basketball Head Coach, effective close of business June 29, 2014. Mr. Harrington has been a dedicated and valued employee who has served in various capacities at SWIC for over 35 years.

Dennis McKay, Media Services Lead Technician, effective close of business June 27, 2014. Mr. McKay has been employed in the full-time SWIC EE position since July 1974 (42 years).

Sandra Sliment, Greenhouse Technician in the Math & Sciences Division, effective close of business June 27, 2014. Ms. Sliment has been a full-time employee of Southwestern Illinois College since January 1989.

Ernest Lockwood, Professor of General Technology, effective close of business May 12, 2014. Mr. Lockwood has been a member of the full-time faculty in the Technical Education Division since 1990.

Gwen Stauder, Accounts Receivable Specialist in the Business Office at the Belleville Campus, effective close of business June 29, 2014. Ms. Stauder has been employed at the college for 30 years.

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

APPOINTMENTS

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Robert “Buddy” McCarthy to the position of full-time Custodian at the Belleville Campus effective June 2, 2014 at an annual salary of \$42,286.40 (\$20.33 per hour) per the agreement between Southwestern Illinois College and Service Employees Union Local #116. Mr. McCarthy is currently employed as a part-time custodian/maintenance worker in the Physical Plant department at SWIC. His demonstrated ability and work ethic make him the successful candidate for this position. There were 112 applicants for this position. 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 Abdul Ursani to the full-time grant-funded administrative position of AmeriCorps Project Director effective June 2, 2014 at an annual salary of \$39,000, with employment subject to the provisions of the Personnel Procedures for Administrators. Mr. Ursani possesses the required experience and background for the AmeriCorps Project Director position. His credentials, combined with his experience, support his appointment to the position. There were 23 applicants for this position, which became available due to the appointment of Amanda Guinn to Dual Credit Coordinator. Dr. Eichenlaub noted that SWIC was the only institution outside Chicago that was completely funded for this grant position. 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 Nicolyn (Nikki) Hensley to the full-time tenure track faculty Coordinator/Instructor position in the Graphic Communication and Web Designer, Development & Administration programs effective August 11, 2014 at the Master’s 0-14 level, Step 1 (\$47,524) of the 2013-2014 *Memorandum of Understanding*. This position was made available due to the retirement of Diane DiTucci and is fully funded for FY 2015. Ms. Hensley’s qualifications meet or exceed all of the requirements for the position. She holds a Master’s degree in Management Information Systems from the University of Illinois Springfield. She possesses four years’ teaching experience in the Graphic Communication and Web Designer, Development & Administration programs at Southwestern Illinois College. 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 Julie Willis to the full-time tenure track faculty position in Speech and Theatre effective August 11, 2014 at the Master’s 0-14 level, Step 3 (\$48,226) of the 2013-2014 *Memorandum of Understanding*. This position was made available by the Board of Trustees through the enhanced faculty staffing plan and is fully funded for FY 2015. Ms. Willis’ qualifications meet or exceed all of the requirements for the position. She holds a Master’s degree in Fine Arts from Purdue University and a Bachelor of Arts from Southern Illinois University Carbondale. She possesses teaching experience in public speaking and theatre at Hudson County Community College since 2008. The motion carried. (This item will appear on the consent agenda.)

REAPPOINTMENT OF GRANT-FUNDED PERSONNEL (NON-ADMINISTRATIVE)

Vice President Yursa 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, 2014 through June 30, 2015, subject to grant approval and continued receipt of sufficient grant and contract funding. The motion carried. (This item will appear on the consent agenda.)

SALARY ADJUSTMENTS

Dr. Eichenlaub presented request for a salary adjustment from \$56,988 to \$59,900 effective July 1, 2014 (which represents a 6% increase of \$2,912) for the Director of Adult Basic Education. The originally advertised and contemplated salary of \$90,000 for the Director of Adult Basic Education exceeded the SURS 6% guidelines established by the Board of Trustees. This is the annual request to increase Dr. Maue's salary by 6% until the full contemplated salary increase due for the promotion is realized.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees increase the salary of the Director of Adult Basic Education from \$56,988 to \$59,900 effective July 1, 2014, which represents a 6% increase of \$2,912. The motion carried. (This item will appear on the consent agenda.)

Dr. Eichenlaub presented request for a salary adjustment from \$49,414 to \$51,000 effective July 1, 2014 (which represents a 6% increase of \$1,586) for the Director of TRIO Student Support Services Program. The originally advertised and contemplated salary of \$55,000 for the Director of TRIO Student Support Services Program exceeded the SURS 6% guidelines established by the Board of Trustees. This is the annual request to increase Ms. Canessa's salary by 6% until the full contemplated salary increase due for the promotion is realized.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees increase the salary of the Director of TRIO Student Support Services Program from \$49,414 to \$51,000 effective July 1, 2014, which represents a 6% increase of \$1,586. The motion carried. (This item will appear on the consent agenda.)

EXTENSION OF MILITARY LEAVE

Mr. Baitman presented request to extend the military leave of absence for Joseph Sobieralski, Ph.D. until January 1, 2015. Dr. Sobieralski's leave is currently scheduled to end in August 2014. His request is due to an extension of his military orders.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees extend the military leave of absence for Joseph Sobieralski, Ph.D. until January 1, 2015. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO FILL POSITIONS

Vice President Yursa requested authorization to fill two full-time Custodian positions that will become available due to pending retirements. The names of the selected candidates will be submitted to the Board of Trustees for final approval.

Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to fill two Custodian positions as presented. The motion carried.

AUTHORIZATION TO ADVERTISE

Mr. Yursa presented request to advertise the full-time SWIC EE position of Shipping Receiving Coordinator. This position will become vacant upon the retirement of Mike Coon effective June 27, 2014. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time SWIC EE position of Shipping Receiving Coordinator. The motion carried.

Mr. Ysursa presented request to advertise the part-time SWIC EE position of Mailroom Clerk at the Belleville Campus. The position will become available upon the upcoming retirement of Linda Russell. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWIC EE position of Mailroom Clerk at the Belleville Campus. The motion carried.

Dr. Eichenlaub presented request on behalf of Ms. Clayborne to advertise the full-time administrative position of Athletic Director, which will become vacant upon the upcoming retirement of Jay Harrington. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time administrative position of Athletic Director. The motion carried.

Dr. Eichenlaub presented request on behalf of Ms. Clayborne to advertise the part-time SWIC EE position of Financial Aid/Registration Specialist, which vacancy became available upon the incumbent employee's resignation. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWIC EE position of Financial Aid/Registration Specialist. The motion carried.

Dr. Riha presented request to advertise the full-time administrative position of Senior Systems Analyst, which became available with the resignation of Jim Roth. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time administrative position of Senior Systems Analyst. The motion carried.

Mr. Baitman requested authorization to advertise two part-time SWIC EE positions of Success Center Computer Lab Assistant at the Belleville Campus that became available due to resignations. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise two part-time SWIC EE positions of Success Center Computer Lab Assistant at the Belleville Campus. The motion carried.

Mr. Baitman requested authorization to advertise a part-time SWIC EE position of Physical Science Lab Technician, which vacancy was created by the retirement of Brez Graham. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the part-time SWIC EE position of Physical Science Lab Technician. The motion carried.

Mr. Baitman presented request to advertise the full-time SWIC EE position of Greenhouse Technician, which vacancy was created by the retirement of Sandy Sliment. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time SWIC EE position of Greenhouse Technician. The motion carried.

Mr. Baitman requested authorization to advertise the full-time SWIC EE position of Media Services Lead Technician. The vacancy was created by the pending retirement of Dennis McKay. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time SWIC EE position of Media Services Lead Technician. The motion carried.

Mr. Ysursa requested authorization to advertise the full-time SWIC EE position of Accounts Receivable Specialist in the Business Office at the Belleville Campus. This position will become vacant due to the retirement of Gwen Stauder effective June 29, 2014. Mr. Smith moved, seconded by Mr. Verdu, to authorize administration to advertise the full-time SWIC EE position of Accounts Receivable Specialist in the Business Office at the Belleville Campus. 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 18 new employees who have begun work and one person 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 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 April 2014. Claims were approximately 7% more than the expected claim level for the month. Net claims paid totaled \$487,635. This was approximately \$31,615 more than our revenue so we have subtracted this amount from our Claim Fund balance, which is now approximately \$672,546. Mr. Ysursa stated we began 2014 with a fund balance of \$717,489.

EXECUTIVE SESSION

Mr. Smith moved, seconded by Mr. Verdu, to move into Executive Session at 5:43 p.m. to discuss collective bargaining and 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 6:17 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.

NEXT COMMITTEE MEETING

The next meeting of the Personnel, Programs and Services Committee is Monday, June 9, 2014 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Smith moved, seconded by Mr. Verdu, to adjourn the meeting at 6:19 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees