

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
March 11, 2019
5:00 p.m.

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

Committee member absent: Eugene Verdu

Trustees present: John Blomenkamp
Richard Roehrkasse
Stephanie Scurlark-Belt
Sonny Wilson, Student Trustee

Administrators present: Nick J. Mance
Staci Oliver
Bernie Ysursa

Anna Moyer
Missy Roche
Brad Sparks

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:10 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Smith moved, seconded by Mr. Morton, to approve the minutes of the meeting of February 13, 2019 and the Executive Session of February 13, 2019 as submitted. The motion carried.

AGREEMENTS

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

- New agreement between Symbria Rehab, Inc., Glen Carbon, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience;
- New facility agreement between American Red Cross Missouri and Arkansas and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology (HMS) instructional program at Southwestern Illinois College;

- Renewal agreement between Sciensational Workshops for Kids, Inc. and Southwestern Illinois College, District #522 to offer a variety of programs as developed in conjunction with SWIC's Community Education;
- Renewal agreement between MAD Science of St. Louis and Southwestern Illinois College, District #522 to offer a variety of programs as developed in conjunction with SWIC's Community Education;
- Renewal agreement between Bricks 4 Kidz of St. Louis-Metro East LLC and Southwestern Illinois College, District #522 to offer a variety of programs as developed in conjunction with SWIC's Community Education; and
- Renewal agreement between Gateway Regional Medical Center, Granite City, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students to participate in clinical experience.

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

FINANCIAL AID UPDATE

Vice President Oliver presented the following Financial Aid update:

2019-2020 Aid Year

The Financial Aid Office has started communicating with students regarding required 2019-2020 financial aid documents. All students with pending financial aid documentation requirements were emailed to their SWIC student email. Emails will continue every 30 days as a reminder until documentation is received. The initial communication was sent to 2,813 students and the number continues to grow as students complete their 2019-2020 FAFSA.

The Financial Aid Office is taking proactive measures by reaching out to students via phone to make them aware of financial aid requirements for the upcoming year as well.

Financial Aid/Veteran Services Training

- The Financial Aid, Veteran Services and Student Employment office just completed the annual staff training. Verification updates, institutional policies, and eliminating enrollment barriers were evaluated.
- Administrators recently led a training for other departments explaining financial aid and veteran services processes. The goal was to provide clarity on our office functions to other areas and generate dialogue on how we can all work toward the same goals.

Financial Aid Disbursements

The Financial Aid Office first Spring 2019 disbursement occurred as of February 19th, 2019. Students who had excess of their SWIC charges were issued refund checks that were mailed to their primary mailing address as of February 25, 2019. The 2nd loan disbursement is scheduled for April 3rd; students with excess after their 2nd disbursement will have checks issued and mailed as of April 6, 2019.

PALS Update

- The PALS Program participated in 4 outreach events for February 2019. These events are held at our Southwestern Illinois College (SWIC) campuses, Scott Air Force Base, off-campus sites, and district wide high schools.
- The Financial Aid and PALS Program participated at the Metro East Baccalaureate College Fair & Workshop on Sunday, February 24th. The PALS Program provided a FAFSA completion workshop for senior students and families interested in completing the Free Application for Federal Student Aid (FAFSA) online. Bob Tebbe, Director of Financial Aid, Veterans Services & Student Employment, provided two presentations for students and families to learn about the financial aid process and steps to maximize and simplify the process.

RESIGNATIONS

Mr. Smith moved, seconded by Mr. Morton, to recommend the approval of the resignation of Richard Schorr, Part-time Custodian at the Sam Wolf Granite City Campus effective close of business February 25, 2019. The motion carried.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the resignation of Andrew Ho, Systems Analyst Programmer, effective close of business March 22, 2019. Mr. Ho has been a valued employee at the college since April 2014. The motion carried. (This item will appear on the consent agenda.)

RETIREMENT NOTIFICATION

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

Susan Pflug, Administrative and Special Event Assistant at the Belleville Campus, effective close of business April 30, 2019. Ms. Pflug has been a valued employee at the college for approximately 17 years.

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:

Seven part-time grant-funded SWIC EE positions of ATS Driver effective April 1, 2019 at the hourly rate of \$12.79 for up to 28 hours per week:

Percynthia Lancaster
Catherine McLaughlin
Tramon McShan
Randy Pierce
Williesha Seals
Scott Sharkey
Joseph Watt

The motion carried. (These items 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 Executive Director of Enrollment Development and Institutional Planning effective April 1, 2019 at an annual salary of \$114,000 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators. Robert Tebbe's qualifications meet or exceed all of the requirements for the position. He holds a Masters of Business Administration from Lindenwood University and is pursuing a Doctorate of Higher Education in Education Leadership from Maryville University, St. Louis MO (May 2021). Mr. Tebbe possesses ten years' leadership experience in community college administration and currently serves as the college's Director of Financial Aid, Veterans Services and Student Employment.

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 part-time SWIC EE position of Employment Training Assistant effective April 1, 2019 at an hourly rate of \$23.31 for up to 28 hours per week. Debra Schachner's credentials meet or exceed all of the minimum requirements for the position. She holds a Master of Arts in Education-Higher Education Administration and a Bachelor of Business Administration from McKendree University and possesses more than five years' higher education experience in advising and student services.

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 part-time SWIC EE position of Employment Training Specialist effective April 1, 2019 at an hourly rate of \$20.31 for up to 28 hours per week. Jamia Swift's credentials meet or exceed all of the minimum requirements for the position. She holds a Bachelor of Arts in Organizational Studies/Industrial Psychology from St. Louis University and an Associate's degree in Applied Science (Allied Health) Nursing/NREMT from the Community College of the Air Force.

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 part-time SWIC EE position of Financial Aid, Veteran Services and Student Employment effective April 16, 2019 at an hourly rate of \$20.59 for up to 28 hours per week. Denisa McGraw's credentials meet or exceed all of the minimum requirements for the position. She holds a Bachelor's degree in Business Administration from McKendree University and possesses extensive customer service experience with retail and account management.

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 part-time SWIC EE position of Financial Aid Administrative Assistant effective April 16, 2019 at an hourly rate of \$17.50 for up to 28 hours per week. Stacey Ottenschnieder's credentials meet or exceed all of the minimum requirements for the position. She holds a Bachelor of Science in Management/Human Resources from Parks University and possesses more than five years' higher education experience in advising and student services.

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 part-time SWIC EE position of Shipping and Receiving Clerk at the Belleville Campus effective April 1, 2019 at an hourly rate of \$10.58 for up to 28 hours per week. Marcus Gladney's credentials meet or exceed the minimum requirements for this position. He possesses extensive experience in the daily operations of shipping and receiving and with Amazon and FedEx.

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 faculty position of Coordinator/Instructor Radiologic Technology at the Belleville Campus with district-wide clinical coordination responsibilities effective August 19, 2019 at Master 0-14, Step 3 (\$52,435) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Casie Dugan's qualifications meet or exceed all of the requirements for the position. She holds a Master's and a Bachelor's degree in Radiologic Sciences from SIUC and an Associate in Applied Science in Radiologic Technology from SWIC. Ms. Dugan possesses 11 years' experience in radiologic sciences and is currently a lead radiation therapist at Mercy Hospital South, St. Louis, MO.

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 faculty position of Coordinator/Instructor Medical Laboratory Technology at the Belleville Campus with district-wide clinical coordination responsibilities effective August 19, 2019 at Master 0-14, Step 3 (\$52,435) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Diane Iberg's qualifications meet or exceed all of the requirements for the position. She holds a Masters of Education in Educational Technology from Lindenwood University; a Bachelor of Science in Medical Technology from Rockhurst University; and Certifications in Specialist in Hematology; Medical Laboratory Scientist; and Clinical Laboratory Scientist. Ms. Iberg is currently a Medical Laboratory Scientist at Memorial Hospital with experience in all MLT specialty areas, and is an adjunct faculty member for Medical Laboratory Technology 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 faculty position of Deputy Director/Instructor of the Police Academy and Administration of Justice program effective August 19, 2019 at Master 0-14, Step 3 (\$52,435) based upon the faculty salary of the current MOU with any future adjustments made to the salary schedule. Sergeant Eric Danford's qualifications meet or exceed all of the requirements for the position. He holds a Master of Arts degree in Human Resource Development and Management from Webster University; a Bachelor of Science degree in Administration of Justice from SIUC; and possesses 28 years' experience in law enforcement. Sgt. Danford is currently employed as a police officer/sergeant in the Collinsville Police Department and for the last 23 years has been an adjunct faculty member for the AOJ program and the Police Academy at Southwestern Illinois College.

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 faculty position of Aviation Maintenance Technology Full-time Faculty/Coordinator at SWGCC effective July 1, 2019 at Below Master, Step 9 (\$56,206) based upon the current faculty salary schedule. Matthew Harter's qualifications meet or exceed all of the requirements for the position. He holds a Bachelor of Science degree in Aviation Management from SIUC, an Associate in Applied Science degree in Aviation Maintenance Technology from Southwestern Illinois College, and is currently pursuing a Master of Science degree in Aviation Safety from the University of Central Missouri, Warrensburg, MO. Mr. Harter is an Assistant Professor in the Aviation Maintenance Technology program at Southwestern Illinois College.

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 faculty position of Aviation Pilot Training/Aviation Management/Aircraft Dispatcher Program Coordinator at the Belleville Campus with district-wide responsibilities effective August 12, 2019 at Master 0-14, Step 5 (\$55,596) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Keith Mueller's qualifications meet or exceed all of the requirements for the position. He holds a Master of Science degree in Aviation Safety from Central Missouri State University; a Bachelor of Science degree in Technical Education Aviation from SIUC; Associate in Applied Science degrees in Aviation Maintenance and in Aviation Pilot Training, an Associate of Science degree in Business Administration, and Certificates of Completion in Avionics Technician and in Industrial Electronics from Southwestern Illinois College. Mr. Mueller possesses 40 years' experience as an aviation technician at Trans World and American Airlines.

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 faculty position of Welding Technology Coordinator/Instructor at SWGCC with district-wide responsibilities effective August 12, 2019 at Below Master, Step 16 (\$67,904) based upon the faculty salary schedule of the current MOU with any future adjustments made to

the salary schedule. Kevin Corgan's qualifications meet or exceed all of the requirements for the position. He holds an Associate in Applied Science degree in Welding Technology from Southwestern Illinois College and has been an Assistant Professor of Welding Technology at SWIC for 12 years. Mr. Corgan possesses nearly 20 years' industry experience in the welding field and is the author of "Print Reading for Welding and Fabrication", a textbook used in several schools throughout the country.

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 faculty position of Nursing Education and Health Related Occupations Coordinator/Instructor at the Belleville Campus with district-wide clinical coordination responsibilities effective August 19, 2019 at Master 0-14, Step 3 (\$52,435) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Angela Gilbreth's qualifications meet or exceed all of the requirements for the position. She holds a Master of Nursing Education and a Bachelor of Science in Nursing from SIUE; a Bachelor of Science in Biology from the University of Illinois at Urbana-Champaign; and an Associate in Applied Science in Nursing Education from Southwestern Illinois College. Ms. Gilbreth possesses six years' experience in nursing and 12 years' experience in pharmaceutical sales.

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 Instructional Support Assistant at the Sam Wolf Granite City Campus effective April 1, 2019 at an annual salary of \$31,532, which is Grade 5 of the SWIC EE salary schedule. LeeAnn Goodlin's qualifications meet or exceed all of the requirements for the position. She holds an Associate in Applied Science degree in Administrative Assistant and an Associate in Applied Science degree in Legal Office Specialist from Southwestern Illinois College and possesses over ten years' office experience providing support to department managers and staff.

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

REAPPOINTMENT OF FULL-TIME AND PART-TIME ADMINISTRATIVE, PROFESSIONAL AND SUPERVISORY STAFF

President Mance requested to table this topic until the Board of Trustees meeting. The list of APS staff is not complete as yet.

AUTHORIZATION TO CREATE POSITION

Dean Brad Sparks presented a request to create an additional full-time faculty position in the Administration of Justice program and initiate the selection process using the previous pool of applicants for the Deputy Director Police Academy/Instructor Police Academy in the Health Sciences & Homeland Security Division. This newly-created position is required to grow the Administration of Justice Program.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the creation of an additional full-time faculty position in the Administration of Justice program and initiate the selection process using the previous pool of applicants for the Deputy Director Police Academy/Instructor Police Academy in the Health Sciences & Homeland Security Division. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO RECOMMEND FULL-TIME FACULTY POSITIONS

Dean Brad Sparks requested the following:

Consideration to recommend the full-time faculty position of Aviation Maintenance Instructor at the Sam Wolf Granite City Campus using the current applicant pool for the Coordinator/Instructor position in the Aviation Maintenance program. The request is to fill the vacancy created by the pending appointment of Matthew Harter to the position of Aviation Maintenance Faculty/Coordinator.

Consideration to recommend the full-time faculty position of Welding Technology Instructor at the Belleville Campus using the current applicant pool for the Coordinator/Instructor position in the Welding Technology program. The request is to fill the vacancy created by the pending appointment of Kevin Corgan to the Welding Technology Coordinator/Instructor position.

Mr. Smith moved, seconded by Mr. Morton, to approve the requests as presented.

AUTHORIZATION TO ADVERTISE

Executive Director of Human Resources Anna Moyer presented the following requests to advertise:

1. Full-time Commissioned Public Safety Officer Hiring Eligibility List
2. Full-time Administrative Position: Director of Financial Aid, Veterans Services and Student Employment
3. Part-time Physical Plant Position: Custodian, SWGCC
4. Full-time Administrative Position: Systems Analyst/Programmer
5. Full-time SWIC EE Position: Administrative and Special Event Assistant
6. Part-time Grant-funded SWIC EE Position: Special Projects Coordinator, Adult Education Division, BC

Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the full-time and part-time positions as presented. The motion carried.

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

Executive Director of Human Resources Moyer presented the monthly report of part-time personnel actions for February 2019. There are a total of five newly-hired employees; four persons of interest; and five terminations (4 SWIC EE and 1 Custodian) on the February report.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the February 2019 part-time personnel report. The motion carried. (This item will appear on the consent agenda.)

2019 ICCTA AWARDS

Dean Brad Sparks presented the following requests for Board of Trustees approval:

Ratification of the selection of Dr. Linda Dawkins, Professor of Chemistry, as the college’s ICCTA 2019 Outstanding Full-time Faculty Member of the Year. Dr. Dawkins has demonstrated throughout her career excellence in teaching, scholarship, and service, all relevant to two-year post-secondary education. She began as a full-time faculty member in 1993 and has made substantial contributions to the SWIC community.

Ratification of the selection of Barb Andersen, Adjunct Instructor in the Medical Laboratory Technology and Medical Assistant programs, as the college’s ICCTA 2019 Outstanding Part-time Faculty Member of the Year. Barb Andersen is well-known as an excellent instructor in both the Medical Laboratory Technology and Medical Assistant programs at SWIC. She has an amazing work ethic, consistent positive attitude, and is respected by her coworkers and students.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the selection of Dr. Linda Dawkins and Barb Andersen as the college’s ICCTA 2019 Outstanding Full-time Faculty Member of the Year and ICCTA 2019 Outstanding Part-time Faculty Member of the Year respectively. The motion carried. (These items will appear on the consent agenda.)

NEXT COMMITTEE MEETING

The next meeting of the Personnel, Programs and Services Committee is Monday, April 8, 2019 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 5:52 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees