

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**April 9, 2019**  
**10:00 a.m.**

Committee members present:	Robert G. Morton, Chairman Philip L. Smith
Committee member absent:	Eugene Verdu
Trustees present:	John S. Blomenkamp Richard Roehrkasse
Administrators present:	Nick J. Mance Staci Oliver Bernie Ysursa  Linda Andres Dr. Janet Fontenot Anna Moyer Missy Roche Robert Tebbe
Attorney present:	Garrett Hoerner

**CALL TO ORDER**

Chairman Morton called the meeting to order at 10:00 a.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Smith moved, seconded by Mr. Morton, to approve the minutes of the regular meeting of March 11, 2019 as submitted. The motion carried.

**GRANT**

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

- Continuation of the Retired Senior Volunteer Program grant from the Corporation for National and Community Service in the amount of \$91,060 for the period April 1, 2019 through March 31, 2020 to provide volunteers for nonprofit agencies in St. Clair and Madison Counties and to reimburse volunteers within certain guidelines. This is the first year of a three-year continuing grant and also is the 36<sup>th</sup> year for this grant.

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

**AGREEMENTS**

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

- New partnership program agreement between Southern Illinois University Edwardsville and Southwestern Illinois College, District #522 to provide SWIC Associate Degree Nursing (ADN) students an opportunity to complete their Bachelor of Science degree in Nursing at SIUE;
- Amendment to current agreement between St. Elizabeth’s Hospital of the Hospital Sisters of the Third Order of St. Francis and Southwestern Illinois College, District #522 which clarifies the new programs associated with the contract to include Respiratory Care, Computed Tomography and Imaging Technology (Radiologic Technology program);
- Renewal agreement between BJC HealthCare, St. Louis, Missouri and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Health Information Technology program) to participate in clinical experience;
- Renewal agreement between Granite City School District and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Physical Therapist Assistant program) to participate in clinical experience; and
- Renewal agreement between State of Illinois Upward Mobility Program (UMP) and Southwestern Illinois College, District #522 to allow State of Illinois employees with proper verification of the program to enroll in courses at the institution; the institution will bill tuition and fees to UMP and the student based on a formula established by UMP, not to exceed standard tuition and fees.

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

**GIFT TO THE COLLEGE**

Vice President Ysursa reported the gift of five hardback books to the Belleville Campus Library.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the gift to the college. The motion carried. (This item will appear on the consent agenda.)

**COURSE FEE ADJUSTMENTS**

Dean Fontenot presented the proposed fees for the following courses:

AVIA 101	Private Pilot Flight Theory	\$ 40	Used for student uniform shirts and other general materials and supplies
AVIA 221	Airline Simulator Transition	\$2,580	New course; fees will be used to support the simulator instruction costs and the briefing sessions

CMT 268

Project Administration

\$ 165

Used for the addition of CDT  
Certification to the course

Mr. Smith 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 AND VETERAN SERVICES UPDATE**

Executive Director of Enrollment Services and Institutional Planning Tebbe submitted the same report as presented at the April 8, 2019 meeting of the Facilities and Finance Committee.

### **RESIGNATIONS**

Executive Director of Information Technology Andres presented the resignation of Terence Willis, Information Security Officer, IT, effective close of business March 27, 2019. Mr. Willis has been employed at the college in this position since July 1, 2018.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Terence Willis, Information Security Officer, IT, effective close of business March 27, 2019. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Ysursa presented the resignation of Melissa Mike, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business March 31, 2019. Ms. Mike has been a full-time Commissioned Officer since March 20, 2017. She has accepted a position as an Emergency Medical Technician (EMT).

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Melissa Mike, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business March 31, 2019. The motion carried. (This item will appear on the consent agenda.)

### **RETIREMENT NOTIFICATIONS**

President Mance presented the retirement notification of Clay Baitman, Chief Academic Officer, effective close of business June 30, 2019. Mr. Mance added his appreciation of Mr. Baitman's service to the college over the last 40 years.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Clay Baitman, Chief Academic Officer, effective close of business June 30, 2019. The motion carried. (This item will appear on the consent agenda.)

Dr. Fontenot presented the retirement notification of Nancy Wagner, Assistant Professor in the Reading Discipline of the Arts & Humanities Division, effective close of business December 31, 2019. Ms. Wagner has been a valued member of the full-time faculty at Southwestern since August 2011.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Nancy Wagner, Assistant Professor in the Reading Discipline of the Arts & Humanities Division, effective close of business December 31, 2019. The motion carried. (This item will appear on the consent agenda.)

### **AMENDED RETIREMENT DATE**

Dr. Fontenot presented a request to amend the retirement date of Professor Charles Hannon, full-time faculty in the Network Design and Administration, Cisco Networking Academy and Computer Information Systems programs to close of business May 31, 2019. The Board of Trustees previously approved Professor Hannon's retirement date of close of business July 31, 2019. He has requested the amended date to care for an ailing family member.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees amend the retirement date of Professor Charles Hannon, full-time faculty in the Network Design and Administration, Cisco Networking Academy and Computer Information Systems programs to close of business May 31, 2019. The motion carried. (This item will appear on the consent agenda.)

### **DECLINATION OF EMPLOYMENT**

Executive Director of Human Resources Moyer presented the declination of employment for Alexis Lambert, Academic Advisor. Ms. Lambert was approved for the Academic Advisor position at the February 25, 2019 meeting; however she declined the position.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the declination of employment for Alexis Lambert, Academic Advisor. The motion carried. (This item will appear on the consent agenda.)

### **APPOINTMENTS**

Executive Director of IT Andres presented a request to appoint the part-time SWIC EE position of Campus Technician Assistant effective May 1, 2019 at an hourly rate of \$20.59 for up to 28 hours per week. This position was held open for 18 months, and after careful monitoring, the IT division obtained approval to advertise this vacancy to improve computer support and media service needs.

Walt Nesbit's credentials exceed the minimum requirements for this position. His career includes over 25 years of technical experience in hardware, software, audio-visual equipment, user and computer support, including technical support between multiple sites in state and federal court systems.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Walt Nesbit to the part-time SWIC EE position of Campus Technician Assistant effective May 1, 2019 at an hourly rate of \$20.59 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Executive Director of HR Moyer presented a request to appoint the full-time administrative position of Business Intelligence (BI) Analyst/Programmer effective May 1, 2019 at an annual salary of \$93,000, salary grade 8, with district-wide responsibilities and employment subject to the Personnel Procedures for Administrators. This vacancy was created by the resignation of Laura Mondy.

Jeffrey Ebel holds a Master of Science in Data Analytics from Western Governors University in Salt Lake City, UT and a Bachelor of Science in Computer Information Systems from McKendree University. He currently serves as Dean and Director of Institutional Effectiveness at Kaskaskia College.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Jeffrey Ebel to the full-time administrative position of Business Intelligence (BI) Analyst/Programmer effective May 1, 2019 at an annual salary of \$93,000, salary grade 8, with district-wide responsibilities and employment subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Executive Director of HR Moyer presented a request to appoint the full-time administrative position of Web Site Designer/Programmer effective May 7, 2019 at an annual salary of \$77,000, salary grade 4, with district-wide responsibilities and employment subject to the Personnel Procedures for Administrators.

Aerotek, a recruiting and staffing agency, was utilized to obtain a qualified contract-to-hire candidate after several unsuccessful attempts to fill the vacancy. Melissa Ashforth holds three Associate degrees from Southwestern Illinois College and earned a Web Design Certificate from Seattle Central Community College. Her past work experience as a WordPress developer and most recent work experience as a contract-to-hire consultant appointed to the Web Site Manager/Programmer at SWIC have provided her with the required higher education work experience.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Melissa Ashford to the full-time administrative position of Web Site Designer/Programmer effective May 7, 2019 at an annual salary of \$77,000, salary grade 4, with district-wide responsibilities and employment subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Yursa presented a request to appoint the position of part-time Commissioned Public Safety Officer at the Belleville Campus effective April 18, 2019 at an hourly rate of \$17.00 per hour with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019.

Keith Mumper previously attended and completed the Illinois Law Enforcement Training and Standards Board-Basic 400 Hour-Law Enforcement Police Academy (SWIC) in 2014 and is a full-time police officer in good standing with the Maryville, IL Police Department. He was formerly employed for three years at SWIC as a part-time Non-Commissioned Public Safety Officer and Commissioned Police Officer (Sergeant).

Mr. Smith moved, seconded by Mr. Morton to recommend the Board of Trustees appoint Keith Mumper to the position of part-time Commissioned Public Safety Officer at the Belleville Campus effective April 18, 2019 at an hourly rate of \$17.00 per hour with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Yursa presented a request to appoint two part-time SWIC EE positions of ATS Driver effective May 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week.

Mia Boyd graduated from Venice High School and has worked at St. Alexis Hospital as a Nursing Assistant since 2005.

Thomas Maul holds a Bachelor of Arts degree from Northwestern University and possesses 29 years' experience as a UPS driver.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Mia Boyd and Thomas Maul to the part-time SWIC EE positions of ATS Driver effective May 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Ysursa presented a request to appoint the part-time grant-funded SWIC EE position of ATS Reservationist effective May 1, 2019 at an hourly rate of \$10.58 for up to 28 hours per week. Vera Turner holds a business degree from SIUC and possesses experience as an AT&T fraud prevention agent, a telemarketer and a secretary.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Vera Turner to the part-time grant-funded SWIC EE position of ATS Reservationist effective May 1, 2019 at an hourly rate of \$10.58 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Ysursa presented a request to appoint the part-time Custodian position for the Physical Plant Department at the Belleville Campus effective May 1, 2019 at an hourly rate of \$12.14 for up to 28 hours per week. Byron Green's background, skills and attributes meet or exceed the requirements established for this position.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Byron Green to the part-time Custodian position for the Physical Plant Department at the Belleville Campus effective May 1, 2019 at an hourly rate of \$12.14 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Mr. Ysursa presented a request to appoint the full-time SWIC EE position of Special Events Administrative Assistant in the Foundation effective May 1, 2019 at an annual salary of \$31,847. This position became available upon the resignation of the incumbent. Aleisha Brown's credentials meet or exceed the minimum requirements posted for this position. She holds a Bachelor of Arts in Business Management from Blackburn College, Carlinville, IL. Ms. Brown has been employed at SIUE in Admissions/Records for four years and recently worked as Dean of Admissions/Development at Governor French Academy.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Aleisha Brown to the full-time SWIC EE position of Special Events Administrative Assistant in the Foundation effective May 1, 2019 at an annual salary of \$31,847. The motion carried. (This item will appear on the consent agenda.)

Executive Director of HR Moyer presented a request to appoint the part-time SWIC EE position of Office Clerk-Testing Center at the Belleville Campus effective May 15, 2019 at an hourly rate of \$10.58 for up to 28 hours per week. This position became available upon the resignation of the incumbent.

Monica Gilliam's qualifications exceed the requirements for the position. She has completed 87 hours of coursework at SWIC; achieved computer skills through coursework and previous employments; and possesses office, communication, organization and interpersonal skills acquired through previous employment and education.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Monica Gilliam to the part-time SWIC EE position of Office Clerk-Testing Center at the Belleville Campus effective May 15, 2019 at an hourly rate of \$10.58 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Ms. Moyer presented a request to appoint the part-time SWIC EE position of Success Center Computer Lab Assistant at the Belleville Campus effective May 15, 2019 at an hourly rate of \$13.38 for up to 28 hours per week. The position became vacant due to the resignation of the incumbent. Jeremy Dukes possesses a strong understanding of computer applications and SWIC technology, including SWIC email, Blackboard and classroom learning platforms. He is an active user of Microsoft Office, Google docs and Internet applications, including over a year of serving as a student employee in the Success Center.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Jeremy Dukes to the part-time SWIC EE position of Success Center Computer Lab Assistant at the Belleville Campus effective May 15, 2019 at an hourly rate of \$13.38 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Dean Fontenot presented a request to appoint the part-time grant-funded SWIC EE position of Field Coordinator, Senior Companion Program at PSOP effective May 1, 2019 at an hourly rate of \$13.38 for up to 25 hours per week. This position became vacant due to the resignation of the incumbent. Judith Foret's qualifications meet the requirements established for this position and is recommended by the screening committee.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Judith Foret to the part-time grant-funded SWIC EE position of Field Coordinator, Senior Companion Program at PSOP effective May 1, 2019 at an hourly rate of \$13.38 for up to 25 hours per week. The motion carried. (This item will appear on the consent agenda.)

Human Resources Executive Director Moyer presented a request to appoint two full-time administrative positions of Academic Advisor in the Student Services Division with district-wide responsibilities effective May 16, 2019 at an annual salary of \$40,000, salary grade 1, and employment subject to the Personnel Procedures for Administrators.

Tabatha McDaniel's qualifications meet or exceed all of the requirements for the position. She holds a Master of Business Administration in Human Resources Management from University of Phoenix and a Bachelor of Science in Business from University of Phoenix, Baton Rouge, LA. Ms. McDaniel has served as a client service specialist for SICCM and a career advisor providing referrals to WIOA training.

Jenna Poindexter's qualifications meet or exceed all of the requirements for the position. She holds a Master of Arts in Teaching English as a Second Language from SIUE and a Bachelor of

Arts in Spanish Language and Literature from SIUE. Ms. Poindexter is an adjunct instructor teaching English as a Second Language at Lindenwood, SWIC and SIUE.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Tabatha McDaniel and Jenna Poindexter to the full-time administrative positions of Academic Advisor in the Student Services Division with district-wide responsibilities effective May 16, 2019 at an annual salary of \$40,000, salary grade 1, and employment subject to the Personnel Procedures for Administrators. The motion carried. (These items will appear on the consent agenda.)

Ms. Moyer presented a request to appoint the full-time faculty position in the Administration of Justice program in the Health Sciences and Homeland Security Division effective August 12, 2019 placed at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Carole Presson's qualifications meet or exceed all of the requirements for the position. She holds a Master of Science in Criminal Justice Administration and a Bachelor of Science in Criminal Justice from Lindenwood University; and an Associate of Applied Science in Administration of Justice from Southwestern Illinois College. Ms. Presson is a graduate of the Illinois State Police Academy and has been a Deputy Sheriff for Madison County Sheriff's Office since 1997.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Carole Presson to the full-time faculty position in the Administration of Justice program in the Health Sciences and Homeland Security Division effective August 12, 2019 placed at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. The motion carried. (This item will appear on the consent agenda.)

Ms. Moyer presented a request to appoint the full-time tenure track Sociology faculty position in the Arts & Humanities Division at the Belleville Campus effective August 12, 2019 at Master 0-14, Step 2 (\$50,922) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Tracey Hayes' qualifications meet or exceed all of the requirements for the position. She holds a Master of Arts in Sociology from SIUE and possesses 12 years' teaching experience in Sociology and two years' experience as a Graduate Teaching Assistant.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Tracey Hayes to the full-time tenure track Sociology faculty position in the Arts & Humanities Division at the Belleville Campus effective August 12, 2019 at Master 0-14, Step 2 (\$50,922) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. The motion carried. (This item will appear on the consent agenda.)

Human Resources Executive Director Moyer presented a request to appoint the full-time tenure track Chemistry faculty position in the Math and Science Division (campus assignment identified prior to employment start date) effective August 12, 2019 at Master 0-14, Step 2 (\$50,922) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Jennifer VanWyk's qualifications meet or exceed all of the requirements for the position. She holds a Master's degree in Chemistry from UMSL and possesses 13 years' experience teaching Chemistry in community colleges.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Jennifer VanWyk to the full-time tenure track Chemistry faculty position in the Math and Science Division

(campus assignment identified prior to employment start date) effective August 12, 2019 at Master 0-14, Step 2 (\$50,922) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. The motion carried. (This item will appear on the consent agenda.)

Ms. Moyer presented a request to appoint the full-time tenure track Mathematics and Computer Science faculty position in the Math & Science Division at the Belleville Campus effective August 12, 2019 at Master 15-29, Step 2 (\$51,850) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. Cora Marty-Farmer's qualifications meet or exceed all of the requirements for the position. She holds a Master's degree in Mathematics from the University of Missouri-Columbia and possesses six years' community college teaching mathematics at St. Louis Community College.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Cora Marty-Farmer to the full-time tenure track Mathematics and Computer Science faculty position in the Math & Science Division at the Belleville Campus effective August 12, 2019 at Master 15-29, Step 2 (\$51,850) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. The motion carried. (This item will appear on the consent agenda.)

Executive Director Moyer presented a request to appoint the full-time tenure track Biology faculty position in the Math and Science Division at the Red Bud Campus and the full-time tenure track Biology faculty position in the Math and Science Division at the Belleville Campus effective August 12, 2019 at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule.

Kristen Huffman's qualifications meet or exceed all of the requirements for the position. She holds a Master's degree in Biology from the University of St. Joseph, West Hartford, CT and a Bachelor's degree in Biology from Augustana College, Rock Island, IL and possesses one year community college experience teaching Biology.

Kenneth Charles Knoth's qualifications meet or exceed all of the requirements for the position. He holds a Master's degree in Biological Sciences from SIUE and possesses one year community college experience teaching Biology.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Kristen Huffman to the full-time tenure track Biology faculty position in the Math and Science Division at the Red Bud Campus and to appoint Kenneth Charles Knoth to the full-time tenure track Biology faculty position in the Math and Science Division at the Belleville Campus effective August 12, 2019 at Master 0-14, Step 1 (\$49,453) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. The motion carried. (These items will appear on the consent agenda.)

Ms. Moyer presented a request to appoint the full-time tenure track Communication Arts faculty position in the Arts & Humanities Division at the Belleville Campus effective August 12, 2019 at Master +60, Step 2 (\$54,895) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule and to appoint the full-time tenure track Communication Arts faculty position in the Arts & Humanities Division at the Sam Wolf Granite City Campus effective August 12, 2019 at Master +60, Step 1 (\$53,312) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule.

Emily Kelly-Padden's qualifications meet or exceed all of the requirements for the position. She holds a Master of Arts in Communication from Eastern Michigan University and a Doctor of Philosophy (ABD) from SIUC. Ms. Kelly-Padden also possesses nine years' teaching in Communications/Theatre at community colleges.

Darcy Wente-Hahn's qualifications meet or exceed all of the requirements for the position. She holds a Master of Arts in Speech Communication from SIUE and a Doctorate of Communication Studies (anticipated completion August 2019) from University of Nebraska-Lincoln. Ms. Wente-Hahn possesses two years' experience teaching Communication Studies.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Emily Kelly-Padden to the full-time tenure track Communication Arts faculty position in the Arts & Humanities Division at the Belleville Campus effective August 12, 2019 at Master +60, Step 2 (\$54,895) and to appoint Darcy Wente-Hahn to the full-time tenure track Communication Arts faculty position in the Arts & Humanities Division at the Sam Wolf Granite City Campus effective August 12, 2019 at Master +60, Step 1 (\$53,312) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. The motion carried. (These items will appear on the consent agenda.)

Executive Director of Human Resources Moyer presented a request to approve Jane Thompson to the retitled and restructured full-time administrative position of HRIS and Benefits Specialist, salary grade 3, effective May 1, 2019 with employment subject to the Personnel Procedures for Administrators. Ms. Thompson currently is responsible for benefits and has significant experience with HRIS, specifically PeopleSoft, and will transition well into the combination of these responsibilities. There is no salary adjustment.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve Jane Thompson to the retitled and restructured full-time administrative position of HRIS and Benefits Specialist, salary grade 3, effective May 1, 2019 with employment subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

### **REQUEST TO HIRE**

Ms. Moyer presented the following requests to hire. All are part-time or adjunct faculty; and the hires are based on need if the classes materialize. All positions are in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty

#### Technical Education Division for the Spring 2019 semester (hire date April 18, 2019)

Randy Blankenship, Computer Aided Design;  
Craig O'Mara, Aviation Pilot Training Program; and  
Ray Sutton, Aviation Pilot Training Program.

#### Health Sciences & Homeland Security Division for the Spring 2019 semester

Matthew Gerdes, Emergency Medical Technician at an hourly rate of \$41.73 for 3-1/2 hours weekly to assist with EMT laboratory skills.

#### Arts & Humanities Division for the Summer 2019 and Fall 2019 semesters

Adam King, History (Summer 2019)  
George Haldaman, History (Fall 2019)

Jamilah Whiteside, History (Fall 2019)  
Jonathan Eftink, Political Science (Fall 2019)

Math & Sciences Division for the Summer 2019 semester

Nader Sakhaee (the projected hourly rate of pay is at the Doctorate degree level: \$49.19 per contact hour)

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the requests to hire as presented. The motion carried. (These items will appear on the consent agenda.)

**POSITION CLASSIFICATION REVIEW**

Ms. Moyer presented a request to assign SSS-068 to Grade 6 and adjust the salary of Bargaining Unit member Debbie DeMonge to \$51,155 as defined in Article 15.D, page 42 of the SWIC EE CBA, effective May 1, 2019.

A Position Classification Review meeting was held as defined in Article 15.C of the 2014-2019 Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO to formally review the job description for the Administrative Assistant of Learning Resources (SSS-068). The review resulted in awarding the job description 81 points which is in the range for Grade 6.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees assign SSS-068 to Grade 6 and adjust the salary of Bargaining Unit member Debbie DeMonge to \$51,155 as defined in Article 15.D, page 42 of the SWIC EE CBA, effective May 1, 2019. The motion carried. (This item will appear on the consent agenda.)

**REQUEST TO CREATE AND TO ADVERTISE A NEW POSITION**

Ms. Moyer presented a request to create and to advertise a new full-time SWIC EE position of Food Service Coordinator at the Sam Wolf Granite City Campus. This new position was approved by President Mance to assist in providing food service at the SWGCC. The employee will report directly to Brad Sparks, Dean of the Technical Education Division.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees authorize the creation and advertisement of a new full-time SWIC EE position of Food Service Coordinator at the Sam Wolf Granite City Campus. The motion carried. (This item will appear on the consent agenda.)

**AUTHORIZATION TO ADVERTISE**

The committee agreed to an omnibus vote for the following requests to advertise:

- Full-time administrative position: Chief Academic Officer (salary grade 10)
- Full-time administrative position: Information Security Manager (salary grade 4)
- Full-time administrative position: Assistant Director of Human Resources (salary grade 3)
- Part-time Non-commissioned Public Safety Officer
- Part-time grant-funded SWIC EE position: Advocacy Representative at PSOP
- Part-time SWIC EE position: English Specialist in the Success Center at the Belleville Campus
- Part-time SWIC EE position: Police Academy Assistant at the Belleville Campus
- Full-time SWIC EE position: Biology Lab Assistant in the Math & Science Division at the Belleville Campus

Mr. Smith moved, seconded by Mr. Morton, to authorize administration to advertise the positions as presented. The motion carried.

**MONTHLY NOTIFICATION OF PART-TIME PERSONNEL**

Ms. Moyer presented the monthly report of part-time personnel. There are a total of seven newly-hired employees and two Persons of Interest on the March 2019 report.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the actions listed on the March 2019 report. The motion carried. (This item will appear on the consent agenda.)

**MISCELLANEOUS**

Chairman Morton suggested the Board meetings for May through September 2019 begin at 5:00 p.m. instead of 6:00 p.m. The earlier start time would seem to be a better use of trustees' and attendees' time during the summer months.

Mr. Smith moved, seconded by Mr. Morton, to recommend the Board of Trustees change the start time to 5:00 p.m. for Board of Trustees meetings from May 2019 through September 2019. 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 6, 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 10:45 a.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees