

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**June 10, 2019**  
**5:00 p.m.**

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

Trustees present:                                 John S. Blomenkamp  
Steve Campo  
Nick Raftopoulos  
Richard Roehrkasse

Administrators present:                         Nick J. Mance  
Linda Andres  
Anna Moyer  
Missy Roche  
Staci Oliver  
Robert Tebbe  
Bernie Ysursa

Rob Luttrell  
Brad Sparks

Attorney present:                                 Garrett Hoerner

**CALL TO ORDER**

Chairman Morton called the meeting to order at 5:00 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 May 6, 2019 as submitted. The motion carried.

**GRANTS**

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

- Continuation of the Americorps grant from the Corporation for National and Community Services received through the Illinois Department of Public Health as fiscal agent in the amount of \$371,685 for the period July 1, 2019 through December 31, 2020; and
- Continuation of the City of Belleville, Office of General and Community Assistance, grant in the amount of \$37,000 for the period May 1, 2019 through April 30, 2020 to replace funding previously received from Belleville Township to support various PSOP programs and ATS.

The motion carried. (These items 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 Gateway Regional Medical Center, Granite City, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Radiologic Technology program) to participate in clinical experience;
- Renewal agreement between Apex Network Physical Therapy, Glen Carbon, Illinois and Southwestern Illinois College, District #522 to allow Health Sciences students (currently the Physical Therapist Assistant program) to participate in clinical experience;
- Addendum to Paramedic Agreement between HSHS St. Elizabeth's Hospital, O'Fallon, Illinois and Southwestern Illinois College, District #522 stating the amount per credit hour per student for Paramedic, PreHospital RN and Critical Care Education to be paid by Southwestern Illinois College to St. Elizabeth's Hospital;
- Renewal agreement between Illinois Department of Transportation - Highway Construction Careers Training Program and Southwestern Illinois College, District #522 to offer the HCCTP at the East St. Louis Higher Education Center;
- Renewal agreement between Secretary of State's Illinois State Library and Southwestern Illinois College, District #522 to provide literacy grants to Project READ in SWIC's Adult Education Department; and
- New agreement between St. Clair County Community Development and Southwestern Illinois College, District #522 to fund tuition and fees for a minimum of 30 adult education students who are also St. Clair County residents and approved for enrollment in Certified Nurse Assistant, Fork Lift Safety, Welding and other training programs offered by the Adult Education Division; this grant agreement will also pay for high school equivalency testing fees for low income students who are residents of St. Clair County.

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

### **GIFT TO THE COLLEGE**

Chief Administrative Services Officer Ysursa reported a gift of three hardback books to be added to the Belleville Campus Library collection or sold in the book sale.

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

### **STUDENT SERVICES UPDATE**

Executive Director of Enrollment Services and Institutional Planning Bob Tebbe submitted the following report.

### Information Release Authorization

Currently all departments have individual information releases that must be completed. Student Services is reviewing our internal process to grant an individual access to their account known as “Delegated Access”. We are evaluating opportunities to update language within Delegated Access to authorize an individual to have information released in person or phone. This would be universal across all Student Services Departments.

### Enrollment Express

Enrollment Express is an event advertised to a select group of students to promote a one-stop service opportunity. We had 104 students take advantage and generated 774.5 credit hours.

- May 21<sup>st</sup>- 3:00-7:00
- May 22<sup>nd</sup> - 12:00-4:00
- May 23<sup>rd</sup>- 9:00-1:00

### Student Services Directory

The Student Services Committee created an internal document that identifies services and points of contact. This information was shared with IT to establish similar concept on website for students.

### Payment Deadline Clarification

We created a document to provide clarification for students registering for Summer/Fall. The document includes payment deadlines and enrollment cancellation dates. The document also provides payment options to include financial aid and payment plans. Document is provided at time of enrollment.

### Financial Aid Update

The Financial Aid Office has coordinated with IT to improve notification of required paperwork for the Illinois MAP Grant. The Illinois Student Assistance Commission provides notification if a student is ineligible for MAP funding. Our process now evaluates this information and removes required documentation if student does not qualify. This has increased our awarding and eliminates a step for students.

### Veteran Services

We are working with our allied health program coordinators to identify courses with clinicals and the associated clock hours. The information can be provided to the Veterans Administration to ensure students utilizing military educational benefits are eligible for maximum allowances.

Trustee Campo inquired about Enrollment Express. Mr. Tebbe replied it is similar to an Open House which is held with extended hours hoping to increase the number of students who enroll. The activity will be monitored and built upon that success. Mr. Campo questioned the number of students who are dropped for non-payment. Mr. Tebbe stated staff is working with the process and trying to improve it, i.e. phone calls, emails, social media, and payment plans (which end in the month the new semester begins).

## **RESIGNATIONS**

Chief Administrative Services Officer Ysursa presented the resignation of James Watkins, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business May 16, 2019. Mr. Watkins has accepted a full-time position with the Mascoutah Police Department.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of James Watkins, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business May 16, 2019. The motion carried. (This item will appear on the consent agenda.)

Executive Director Tebbe presented the resignation of Courtney Price, Academic Advisor in the Student Services Division, effective close of business June 14, 2019.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the resignation of Courtney Price, Academic Advisor in the Student Services Division, effective close of business June 14, 2019. The motion carried. (This item will appear on the consent agenda.)

### **RETIREMENT NOTIFICATION**

Dean of Technical Education Brad Sparks presented the retirement notification of Donna Watson, Executive Assistant for Instruction, effective close of business June 30, 2019. Ms. Watson has served the institution for 30 years.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of Donna Watson, Executive Assistant for Instruction, effective close of business June 30, 2019. The motion carried. (This item will appear on the consent agenda.)

### **APPOINTMENTS**

Mr. Ysursa presented the appointment recommendation of Lisa Sumrall to the part-time grant-funded SWIC EE position of ATS Driver effective July 1, 2019 at an hourly rate of \$12.79 for up to 28 hours per week. Based upon the selection process, ATS Director Robert Wilson, along with the screening committee, recommends Lisa Sumrall to fill the part-time grant-funded SWIC EE position of ATS Driver:

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Lisa Sumrall to the position of ATS Driver as presented. The motion carried. (This item will appear on the consent agenda.)

Chief Administrative Services Officer Ysursa presented a request to appoint Jhirrica Ware to the part-time grant-funded SWIC EE position of ATS Reservationist, effective July 1, 2019 at an hourly rate of \$10.58 for up to 28 hours per week. Ms. Ware's qualifications meet or exceed those established for the position.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Jhirrica Ware to the part-time grant-funded SWIC EE position of ATS Reservationist, effective July 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.)

Mr. Ysursa presented a request to appoint Sonny Wilson to the part-time Public Safety Officer position at the Belleville Campus effective June 20, 2019 at an hourly rate of \$12.80 according to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. Sonny Wilson's qualifications meet or exceed those established for this position. He also served as the 2018-2019 Student Trustee on the Southwestern Illinois College Board of Trustees.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Sonny Wilson to the part-time Public Safety Officer position at the Belleville Campus effective June 20, 2019 at an hourly rate of \$12.80 according 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.)

Mr. Ysursa presented a request to appoint Katherine Davis and Caleb Wilson to the two part-time Public Safety Dispatcher positions at the Belleville Campus effective July 1, 2019 each at an hourly rate of \$10.38 according to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. Katherine Davis is a current student at SWIC attending classes in Administration of Justice. Caleb Wilson is a current student at SWIC attending classes in Aviation.

Mr. Smith moved, seconded by Mr. Verdu to recommend the Board of Trustees appoint Katherine Davis and Caleb Wilson to the two part-time Public Safety Dispatcher positions at the Belleville Campus effective July 1, 2019 each at an hourly rate of \$10.38 according 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. (These items will appear on the consent agenda.)

Mr. Ysursa presented a request to appoint Mercedes Fernandez and Todd Huskey to the two full-time positions of Public Safety Commissioned Officer at the Belleville Campus effective July 16, 2019 at an annual salary of \$38,188 (\$18.36 per hour) according to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. Ms. Fernandez' and Mr. Huskey's skills and attributes meet or exceed those established for the position.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Mercedes Fernandez and Todd Huskey to the two full-time positions of Public Safety Commissioned Officer at the Belleville Campus effective July 16, 2019 at an annual salary of \$38,188 (\$18.36 per hour) according 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. (These items will appear on the consent agenda.)

Chief Student and Community Development Officer Staci Oliver presented a request to appoint Lynn Niermann to the part-time grant-funded SWIC EE position of Advocacy Representative effective July 1, 2019 at an hourly rate of \$10.58 for up to 15 hours per week. Mrs. Niermann holds a Master's degree in Counseling from Lindenwood University and possesses extensive experience in working with a wide variety of clientele. She previously served as a Personal Advocate in the PALS Program at the Red Bud Campus.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Lynn Niermann to the part-time grant-funded SWIC EE position of Advocacy Representative effective July 1, 2019 at an hourly rate of \$10.58 for up to 15 hours per week. The motion carried. (This item will appear on the consent agenda.)

Mr. Tebbe presented a request to appoint Zachary Ingles to the part-time SWIC EE position of English Specialist in the Belleville Campus Success Center effective July 16, 2019 at an hourly rate of \$24.86 for up to 28 hours per week. The vacancy is a result of the resignation of Keli Tucker. Mr. Ingles'

qualifications meet or exceed all of the requirements for the position. He holds a Bachelor of Art degree in Journalism from Western Illinois University and is currently enrolled in the Master of Art degree in Teaching English as a Second Language at SIUE.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Zachary Ingles to the part-time SWIC EE position of English Specialist in the Belleville Campus Success Center effective July 16, 2019 at an hourly rate of \$24.86 for up to 28 hours per week. The motion carried. (These items will appear on the consent agenda.)

Dean of Technical Education Sparks presented a request to appoint Jacqueline Croffett to the part-time grant-funded SWIC EE position of Special Project Coordinator-HSE effective July 1, 2019 at an hourly rate of \$23.31 for 28 hours per week. This position became available due to the resignation of Myra Farrell in April 2019. Ms. Croffett meets the requirements established for this position.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Jacqueline Croffett to the part-time grant-funded SWIC EE position of Special Project Coordinator-HSE effective July 1, 2019 at an hourly rate of \$23.31 for 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Mr. Sparks presented a request to appoint Tammy Shryock to the part-time grant-funded SWIC EE position of Special Project Coordinator-Vocational Programs effective July 1, 2019 at an hourly rate of \$23.31 for 28 hours per week. This position became vacant due to the resignation of Lee Reese in March 2019. Ms. Shryock meets the requirements established for this position.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Tammy Shryock to the part-time grant-funded SWIC EE position of Special Project Coordinator-Vocational Programs at an hourly rate of \$23.31 for 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Executive Director of Human Resources Anna Moyer presented the following appointment recommendations for the three full-time faculty positions of Nursing Education/Nurse Assistant Instructor 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. These positions became vacant due to full-time faculty retirements.

Jennifer Charles-Ajao  
Master of Science in Nursing and Bachelor of Science in Nursing from McKendree University  
Registered midwife

Erica Johnson  
Master of Science in Nursing and Bachelor of Science in Nursing from Chamberlain College of  
Nursing  
Experience in medical surgical and cardiology and as a charge nurse

Monica LeGrand  
Master of Science in Nursing Informatics and Bachelor of Science in Nursing from University of  
Phoenix and a nursing diploma from St. Luke's Hospital School of Nursing  
Thirty-five years' experience in nursing and three years' experience as an adjunct instructor in  
nursing education

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Jennifer Charles-Ajao, Erica Johnson and Monica LeGrand to the three full-time faculty positions of Nursing Education/Nurse Assistant Instructor 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.)

Executive Director Moyer presented a request to appoint Mitchel McFarland to the full-time tenure track faculty position of Welding Technology Instructor at the Belleville Campus effective August 12, 2019 at Below Master, Step 1 (\$46,599) based upon the faculty salary schedule of the current MOU with any future adjustments made to the salary schedule. This position was made available due to Kevin Corgan assuming the coordinator role of the program at SWGCC and Chuck Gulash retiring as coordinator at the Belleville Campus. Mr. McFarland's qualifications meet or exceed all of the requirements for the position. He has earned certificates in the following areas: Welding Technology; Welding Technology-Advanced; Welding Technology-Specialized; and Advanced Welding Manufacturing. Mr. McFarland possesses four years' experience teaching part-time in the Welding Technology program at SWIC. He also had two first place finishes at the SKILLSUSA state competition and finished in the top 20 at the national level.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Mitchel McFarland to the full-time tenure track faculty position of Welding Technology Instructor at the Belleville Campus effective August 12, 2019 at Below Master, Step 1 (\$46,599) 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 the recommendation for the full-time administrative position of Dean of Art and Humanities effective July 1, 2019 at an annual salary of \$96,000 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators. Dr. Mary Ruetters' qualifications meet or exceed all of the requirements for the position. She holds an Ed.D. in Instructional Leadership from Lindenwood University, St. Charles, MO and an M.A. in English Literature from UMSL and has experience with faculty supervision, curriculum development, outcomes assessment and student retention.

Ms. Moyer provided a history of this position. The Dean of Liberal Arts and the Dean of Math and Sciences positions were combined to the Dean of Arts and Sciences during the reduction in force. Faculty expressed the constraints and concerns with the two largest transfer divisions being combined into one and requested to split the positions, which resulted in the Dean of Art and Humanities position.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Dr. Mary Ruetters to the full-time administrative position of Dean of Arts and Humanities effective July 8, 2019 at an annual salary of \$96,000 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Executive Director Moyer presented a request to appoint Stanley Hatfield to the full-time administrative position of Interim Dean of Math and Sciences effective July 1, 2019 at an annual salary of \$135,000 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators. Ms. Moyer went through the process of why this position is an interim position. The Dean of Math and Sciences position was advertised and only 30 applications were received (compared to a much larger pool for the Dean of Arts and Humanities position). Three individuals were chosen to be interviewed, one declined, and one was not available.

The instructional division, specifically the Math and Sciences division, has had little to no dean presence for approximately two years. To provide continuity and stability, Mr. Hatfield was contacted to determine his interest, if any, in the Dean of Math and Sciences position on an interim basis for a period of one year, with the option for consideration of a second year if mutually agreeable at the conclusion of the initial interim assignment. The interim salary presented recognizes his current compensation and overload as a long-serving tenured faculty member.

Mr. Hatfield joined Southwestern Illinois College in April 2000 as a faculty member in Earth Sciences at the Granite City Campus and was later transferred to the Belleville Campus. His qualifications exceed all of the requirements for the position. The Biology faculty at the Sam Wolf Granite City Campus support this appointment.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint Stanley Hatfield to the full-time administrative position of Interim Dean of Math and Sciences effective July 1, 2019 at an annual salary of \$135,000 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

### **REQUESTS TO HIRE**

The committee agreed to an omnibus vote for all the requests to hire.

Jason Anderson, Aviation Pilot Training Program (Summer 2019)  
Zachary Augustine, Aviation Pilot Training Program (Summer 2019)  
Christopher Kiel, Aviation Pilot Training Program (Summer 2019)  
Zachary Lucas, Aviation Pilot Training Program (Summer 2019)  
Jayson Sepe, Aviation Pilot Training Program (Summer 2019)  
Veda Traw, Nurse Assistant Program (Fall 2019)  
Student Workers for the Arts & Humanities Division (Summer 2019 and FY 2019-2020)  
Student Workers for the Math & Sciences Division (Summer 2019 FY 2019-2020)  
Part-time Non-Union Community Education Instructors: Summer 2019 Kids on Campus  
Tyler Herron - Theatre Camp  
Katharine Adams - Hola  
Kristin Flor - Pick a Book, Now Let's Cook  
Donyelle DeMarse - Reach for the Sky Theme Park

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

### **REQUEST TO TRANSFER**

Mr. Ysursa presented a request to approve transfer request for full-time Commissioned Public Safety Officer Jordan May from the Sam Wolf Granite City Campus to the Belleville Campus effective June 20, 2019 subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and the Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. The transfer request became available due to a recent resignation at the Belleville Campus.

Mr. Smith moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve transfer request for full-time Commissioned Public Safety Officer Jordan May from the Sam Wolf Granite City Campus to the Belleville Campus effective June 20, 2019 subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and the Illinois Council of Police



(ICOPS) - Southwestern Illinois College Chapter, 2016-2019. The motion carried. (This item will appear on the consent agenda.)

### **REQUESTS TO ADVERTISE**

The committee agreed to an omnibus vote for all the requests to advertise.

Full-time Administrative Position: Executive Assistant to the Chief Academic Officer  
Full-time SWIC EE Position: Student Services Specialist  
Full-time Administrative Position: Academic Advisor  
Full-time Commissioned Public Safety Officer Hiring Eligibility List

Mr. Ysursa reported the current Full-time Commissioned Public Safety Officer Hiring Eligibility List approved on October 17, 2018 has been exhausted. The last individual declined employment and accepted a position elsewhere. Trustee Campo asked if retired or part-time officers have responded to any vacancies. Director of Public Safety Luttrell responded the last round resulted in 19 applications; five applicants showed up; and two appointment recommendations were submitted this evening.

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

### **REQUESTS TO CONTINUOUSLY ADVERTISE**

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

1. Part-time Faculty - Business Division:  
Accounting; Cisco/Networking/Cybersecurity; Economics; Marketing; Office Administration & Technology; Business Administration; Culinary Arts & Food Management; Computer Information Systems; Management; Paralegal Studies; Web Technologies/Graphic Communications
2. Part-time Faculty - Technical Education Division:  
Aviation Maintenance Technology; Aviation Pilot Training; Computer Aided Design; Construction Management Technology; Electrical/Electronics Technology; Heating; Ventilation; Air Conditioning and Refrigeration; Industrial Maintenance Technology; Precision Machining Technology; Welding Technology
3. Part-time Faculty - Health Sciences & Homeland Security Division:  
Administration of Justice/Police Academy; Emergency Medical Services; Fire Science; Health Information Technology/Medical Billing & Coding; Health Related Occupation Courses - Medical Terminology, Nutrition, Pharmacology; Medical Assistant; Medical Laboratory Technology; Nurse Assistant; Nursing Education; Physical Therapist Assistant; Physical Therapist Assistant LACE; Radiologic Technology; Radiologic Technology LACE; Radiologic Technology Clinical Instructor/Supervisor; Respiratory Care; Respiratory Care LACE; Sign Language Studies; Sign Language Studies LACE
4. Part-time Faculty - Math & Sciences Division:  
Agriculture; Biology; Astronomy; Earth Science; Engineering; Chemistry; Physics; Mathematics; Health and Exercise Science; Horticulture
5. Part-time Faculty - Arts & Humanities Division:  
Anthropology; Art; Education; Early Childhood Education; English; Film; French; Geography; German; History; Human Services Technology; Journalism; Literature; Mass Communications; Music; Philosophy; Political Science; Psychology; Sociology; Spanish; Speech; Theatre

6. Part-time Faculty - Adult Education Division:  
Remedial Studies (Adult Basic & Adult Secondary); English as a Second Language
7. Full-time Commissioned Public Safety Officer

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

### **PREVAILING WAGE ACT**

Board Attorney Hoerner advised no action is required of the committee or the Board of Trustees as effective June 1, 2019 the Prevailing Wage Act is now handled by the Department of Labor.

### **MONTHLY NOTIFICATION OF PART-TIME PERSONNEL**

Ms. Moyer presented the monthly report of part-time personnel for May 2019. There are a total of 66 newly-hired employees; 12 Persons of Interest; and ten terminations on the May 2019 report.

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

### **EXECUTIVE SESSION**

*Mr. Smith moved, seconded by Mr. Verdu, to move into Executive Session at 5:52 p.m. to discuss personnel (5 ILCS 120/2(c)(1)) and collective bargaining (5 ILCS 120/2(c)(2)). Upon a roll call vote those trustees voting aye were Mr. Smith, Mr. Verdu and Mr. Morton. Nays: None. Absent: None. Present: None. PASSED*

*There was consensus to return to regular session at 6:34 p.m.*

### **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

There was no action taken as a result of Executive Session.

### **OTHER COMMITTEE RELATED BUSINESS**

President Mance stated he has been approached by faculty and staff to name a conference room after Clay Baitman, who is retiring June 30, 2019 after approximately 40 years of service. Mr. Mance stated it has been the college's practice to not name rooms, buildings, etc. after any college president or employee. He did however review the request and stated one of Mr. Baitman's greatest passions was firefighting; and he was instrumental in getting the Fire Science Training Center constructed on Freeburg Avenue in Belleville. President Mance will recommend to the Board of Trustees to name the Fire Science Tower and Training Center after Clay Baitman which will be accomplished via resolution at the June 19, 2019 meeting of the Board of Trustees. A dedication ceremony will be held later this year.

### **NEXT COMMITTEE MEETING**

The next meeting of the Personnel, Programs and Services Committee is Monday, July 8, 2019 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 6:41 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees