

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
August 19, 2019
5:00 p.m.

Committee members present:	Robert G. Morton, Chairman John Blomenkamp
Committee member absent:	Eugene Verdu
Trustees present:	Steve Campo Nick Raftopoulos Richard Roehrkasse
Administrators present:	Nick J. Mance Linda Andres Anna Moyer Staci Oliver Missy Roche Robert Tebbe Bernie Ysursa Brad Sparks
Faculty present:	Tim Grant
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:00 p.m. and announced a quorum.

GRANTS

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

- Continuation of the Career and Technical Education-Perkins Postsecondary grant in the amount of \$946,215 for the period July 1, 2019 through June 30, 2020 to focus state and local efforts on continuously improving programs to facilitate the academic achievement of Career and Technical Education students;
- Continuation of the Senior Service Coordination Program grant from the St. Clair County Housing Authority in the amount of \$72,000 for the period July 1, 2019 through June 30, 2021 to cover 100% of the Senior Service Coordinator Program Specialist's salary and 65% of the Office Clerk's salary and benefits;

- Continuation of the Older Adult Services Counseling Program grant from the St. Clair County Mental Health 708 Board in the amount of \$82,445 for the period July 1, 2019 through June 30, 2020 to provide individual counseling, group support and information/referral, targeting seniors age 60 and older and caregivers of seniors and will fund 80% of the salary and benefits for the full-time Geriatric Consultant and 50% of the salary and benefits for the full-time Caregiver Consultant; and
- Continuation of the Retired Senior Volunteer Program grant in the amount of \$7,500 for the period April 1, 2019 through March 31, 2020 to provide volunteers for nonprofit agencies in St. Clair and Madison Counties and reimburse volunteers within certain guidelines.

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

AGREEMENTS

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

- New agreement between John A. Logan College, District #530, Carterville, Illinois and Southwestern Illinois College, District #522 to allow John A. Logan College to offer dual credit Automotive Collision Repair courses to Collinsville High School students;
- Renewal agreement between Caritas Family Solutions and Southwestern Illinois College, District #522 to replace a former agreement between AARP SCSEP and PSOP to allow PSOP to request the free services of enrollees from Caritas Family Solutions;
- Renewal agreement between Caritas St. John Bosco Children's Center and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at Southwestern Illinois College;
- Renewal agreement between Greenville College and Southwestern Illinois College, District #522 to provide classroom use and other amenities to Greenville College to facilitate coursework offerings for upper division and graduate courses on the Belleville, Red Bud or Sam Wolf Granite City Campuses of Southwestern Illinois College; and
- Renewal agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 to provide classroom use and other amenities to SIUE to facilitate coursework offerings for upper division and graduate courses on the Belleville, Red Bud or Sam Wolf Granite City Campuses of Southwestern Illinois College.

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

GIFTS TO THE COLLEGE

Chief Administrative Services Officer Ysursa reported gifts of hardback and paperback books and a statue to the Belleville Campus Library.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the gifts 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.

Student Outreach Projects/Events

- Enrollment Services and Student Accounts are contacting students with a balance below \$100.00 to identify and resolve enrollment barriers.
- Student Accounts and Financial Aid continue to contact students regarding Fall 2019 balances to establish payment arrangements.
- Financial Aid conducted financial aid literacy presentations July 16th and July 18th.
- Financial Aid hosted scholarship workshop for our Running Start program on August 7th.
- Student Services participated in New Student Orientation on August 8th and 9th at the Belleville Campus hosting an informational table for students.
- Enrollment Express events are scheduled for August 8th, 9th, 13th and 17th. The event creates a one-stop shop environment for students to complete all steps in the enrollment process.

SWGCC New Student Orientation

Starting Fall 2019, we will be conducting a new student orientation geared specifically for students at the Sam Wolf Granite City Campus. August 13, 2019 6:00-7:30

Student Service Communication Timeline

Student Services and Marketing finalized a communication timeline that includes mass emails and social media posts for students.

Faculty Development

Our Registration Coordinator presented to new faculty members during Opening Faculty Week on roster and grade reporting. This opportunity allows faculty to ask questions about the process and learn about the importance of timely reporting.

Financial Aid Update

Students have ability to purchase their textbooks against their financial aid from August 12-August 30th. Students eligible for book purchases were sent an email on August 5th as a reminder.

Trustee Campo inquired about enrollment; Mr. Tebbe reported we are down 2.8%. Mr. Campo asked when will the drops for non-payment occur. Mr. Tebbe replied administration is taking a different approach and has come up with an institutional idea concerning dropping students for non-payment. You want people in the class who want to attend. Mr. Campo requested the number of 10-day drops be provided to the trustees.

Red Bud Campus has increased by 4%. We have less students but more credit hours. The increase in online is 4-5%.

ATHLETIC PLAN 2019

President Mance opened discussion concerning the document he prepared entitled “Athletic Plan 2019” and declared he had no intention to eliminate athletics but feels it needs to be run more efficiently. In 2016 and 2017, Southwestern Illinois College outspent every other college in the state; and in 2018 SWIC came in second behind the College of DuPage. Mr. Mance said, “We are catering to 123

students; what about the other 7500 students? We need more transparency. Athletics is not being slighted. I am open for questions.”

Trustee Campo asked, “Do you want to go page by page? Being involved in athletics for 23 years this is something close to me, just like Richard Roehrkasse is with the Red Bud Campus and Gene Verdu is with PSOP. This (report) is all negative; there is no positive.” President Mance stated that all programs are being reviewed and added, “We’ve spent \$5.2M in subsidies in four years with no increase in enrollment.”

Executive Director Moyer asked Trustee Campo if the athletes are screened for eligibility; is there a process; and are the athletes academically qualified. Mr. Campo stated the reason that most of the athletes come to a junior college because they are not academically eligible anywhere else.

Discussion continued concerning unsupervised activities at the apartments; athletic fee (buried in tuition); gender bias (apartment costs, men vs. women); program integrity; fundraising; corporate sponsors (Mr. Campo said they don’t support losers). Concerning the coaches’ salaries, Trustee Campo stated, “The coaches don’t want more money; they don’t want an increase in pay.”

CFO Roche stated SWIC is Division I and questioned if other schools have gone to Division II or III. Mr. Campo said, “Not since I’ve been here. When Joe Cipfl was president we would take home conference trophies every year. This is a one-sided attack. I do believe there is a compromise in this.” President Mance stated, “Athletics will not drive this institution.”

EXECUTIVE SESSION

Mr. Blomenkamp moved, seconded by Mr. Morton, to move into Executive Session at 6:05 p.m. to discuss personnel (5 ILCS 120/2(c)(1)); collective bargaining (5 ILCS 120/2(c)(2)); vacancy in a public office (5 ILCS 120/2(c)(3)); and/or litigation (5 ILCS 120/2(c)(11)). Upon a roll call vote those trustees voting aye were Mr. Blomenkamp and Mr. Morton. Nays: None. Absent: Mr. Verdu. Present: None. PASSED

There was consensus to return to regular session at 6:33 p.m.

ACTIONS TAKEN AS A RESULT OF EXECUTIVE SESSION

The following actions were taken as a result of Executive Session.

RESIGNATIONS

Executive Director of Human Resources Anna Moyer presented the resignation of Jeffrey Campbell, Adult Education ABE Specialist, effective close of business August 2, 2019 and the resignation of Gina Walker, Adult Education Early School Leaver Coordinator for Madison County, effective close of business August 1, 2019.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignations of Jeffrey Campbell and Gina Walker as presented. The motion carried. (These items will appear on the consent agenda.)

APPOINTMENTS

Executive Director Moyer presented the following appointment recommendations:

Yolanda Dale, Daryl Jackson, Preston Mosley, Sherell Turner and Charles Ward to the five SWIC EE part-time grant-funded positions of ATS Driver effective September 3, 2019 at an hourly rate of \$12.79 each based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule for up to 28 hours per week and the continued receipt of external funding;

Cynthia Lilly to the full-time grant-funded SWIC EE position of ATS Dispatcher/Scheduler effective September 3, 2019 at an annual salary of \$30,016 and contingent upon the receipt of external funding;

Sarah Courtney to the part-time Public Safety Dispatcher position at the Belleville Campus effective September 3, 2019 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;

James Braden to the full-time administrative position of Systems Analyst Programmer effective August 29, 2019 at an annual salary of \$75,214 at salary grade 3 with employment subject to the Personnel Procedures for Administrators;

Michael Kronk to the full-time administrative position of Network Operations Center Manager effective September 16, 2019 at an annual salary of \$59,000 at salary grade 4 with employment subject to the Personnel Procedures for Administrators;

Lisa Funkhouser to the full-time SWIC EE position of Food Service Coordinator at the Sam Wolf Granite City Campus effective September 3, 2019 at an annual salary of \$31,847 which is Grade 5 of the SWIC Educational Employees IFT-AFT Local 6600 salary schedule;

Crishaena Meyer to the full-time SWIC EE position of Biology Laboratory Technician at the Belleville Campus effective September 3, 2019 at an annual salary of \$31,847 which is Grade 5 of the SWIC Educational Employees IFT-AFT Local 6600 salary schedule;

Anne Mastromatteo to the full-time SWIC EE position of Administrative Secretary, Arts & Humanities effective September 3, 2019 at Grade 5 of the SWIC Educational Employees IFT-AFT Local 6600 salary schedule;

Kathryn Carlton to the part-time SWIC EE position of Police Academy Assistant effective August 29, 2019 at an hourly rate of \$12.79 in accordance with the SWIC Educational Employees IFT-AFT Local 6600 salary schedule for up to 28 hours per week;

Jill Baudendistel and Jessica Hale to the two full-time administrative positions of Academic Advisor effective September 16, 2019 at an annual salary of \$40,000 each at salary grade 1 with employment subject to the Personnel Procedures for Administrators;

Myki Rhodes to the full-time administrative position of Veteran Services Coordinator effective September 3, 2019 at an annual salary of \$45,000 at salary grade 2 with employment subject to the Personnel Procedures for Administrators;

Rachel Chandler to the part-time SWIC EE position of Learning Resources Support Specialist in the Testing Center effective September 16, 2019 at an hourly rate of \$14.10 for up to 28 hours per week;

Kim Harrison to the part-time SWIC EE position of Learning Resources Support Specialist in the Testing Center effective September 3, 2019 at an hourly rate of \$14.10 for up to 28 hours per week;

Esther Snedigar to the reclassified full-time administrative position of Assistant Director of Human Resources effective September 16, 2019 at an annual salary of \$65,000 at salary grade 4 with employment subject to the provisions of the Personnel Procedures for Administrators;

Kelly Bione to the retitled and restructured full-time administrative position of Director of High School Partnerships & Recruitment effective September 3, 2019 at an annual salary of \$61,000 at salary grade 4 with employment subject to the provisions of the Personnel Procedures for Administrators;

Barbara Mueth to the transferred appointment of Executive Assistant for the Chief Academic Officer effective August 29, 2019 at the same salary (\$46,166) and grade 2 with employment subject to the Personnel Procedures for Administrators;

Danielle Chambers to the retitled and restructured full-time administrative position of Human Resources Generalist at an annual salary of \$51,200 at salary grade 3 with employment subject to the provisions of the Personnel Procedures for Administrators;

Dr. Gina Segobiano to the full-time administrative position of Chief Academic Officer effective December 2, 2019 at an annual salary of \$149,500 at salary grade 10 with employment subject to the provisions of the Personnel Procedures for Administrators; and

Brittany Pfeiffer to the reclassified full-time administrative position of Dual Credit Liaison effective September 3, 2019 at an annual salary of \$56,000 at grade level 3 with employment subject to the Personnel Procedures for Administrators.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint the above-named individuals to the positions as presented. The motion carried. (These items will appear on the consent agenda.)

REQUESTS TO HIRE

Executive Director Moyer presented the following requests to hire:

full-time, part-time, quarter-time and minimum-time members in the Belleville AmeriCorps program for the 2019-2020 program year

two part-time non-union IDPH-Nurse Assistant Certification Examination Proctor positions at an hourly rate of \$25 each paid with revenue from SIU Carbondale for course administration: Shannon Meier and Candice Rodgers;

part-time faculty in the Health Sciences & Homeland Security Division for the Fall 2019 semester at an hourly rate of \$41.73 for 3.5 hours per week and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty: Karen Mason, Physical Therapist Assistant Instructor;

part-time faculty in the Technical Education Division for the Fall 2019 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty: Abraham Matthews, Aviation Maintenance Program and Tony Diebold, Computer Aided Drafting;

Jeffrey Campbell to the position of part-time faculty member for Remedial Studies with additional duties effective September 3, 2019 at an instructional rate compensable to his years of experience and services at Southwestern Illinois College as an instructor for Adult Education; additional duties at an hourly rate of \$25.00 for six hours per week;

part-time faculty, inclusive of additional duties, in the Adult Education Department effective September 3, 2019 at a minimum hourly rate of \$47.74 for instruction and \$25.00 for additional duties at six hours per week and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Kimberly Coley	David Keel	Ronald Simpson
Jonathan Haynes	Maria Knedel	Cynthia Swank
Mechelle Howard	Teresa Lynch	Janet Wolf;

ratify the hire of part-time faculty for the Fall 2019 semester under emergency-hire conditions and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Arts & Humanities

Cara Kizer, Music (08.12.19)
Jennifer Rea, Music (08.12.19)
Tarrell Campbell, Literature Instruction (08.12.19)
Caitlyn Turner, English Instruction (08.12.19)
Michelle Whitacre, English/Education (08.12.19)
Andrew Cooperman, History (08.15.19)
Jennifer Heady, Reading Development (08.15.19)

Business Division

Angela Louis, Office Administration Technology (08.12.19)
Daniel Ragen, Network Design (08.12.19)

Math & Sciences

Paige Mettler-Cherry, Biology (08.12.19)
James Enyart, Biology (08.12.19)

Technical Education

Elisa D'Antonio, Aviation Pilot Training (08.12.19)

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees authorize the hire of the above-named individuals to the named positions as presented. The motion carried. (These items will appear on the consent agenda.)

FY20 PART-TIME COACHING CONTRACTS

Mr. Ysursa presented the FY20 part-time coaching contracts and requested approval:

Larry Petri Men's Soccer, Head Coach	\$10,990
Adam Sanchez Men's Soccer, Assistant Coach	\$ 3,932
Jay Harrington Men's Basketball, Head Coach	\$12,360
Norm Toenjes Men's Basketball, Assistant Coach	\$ 4,204
Monty Aldrich Baseball, Head Coach	\$ 7,700
Baseball, Assistant Coach	\$ 3,400
Juergen Huettner Women's Soccer, Head Coach	\$ 7,880
Lindsay Eversmeyer Women's Soccer, Assistant Coach	\$ 3,600
Demetrius Zambrenca Women's Basketball, Head Coach	\$ 7,700
Mary Peterson Women's Basketball, Assistant Coach	\$ 3,600
Jeff Juenger Softball, Assistant Coach	\$ 3,400
Warren Thomas Volleyball, Head Coach	\$ 8,241
Chelsi Hummert Volleyball, Assistant Coach	\$ 3,600
Jaki Wright Cheerleading	\$ 4,400

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the FY20 part-time coaching contracts as presented. The motion carried. (These items will appear on the consent agenda.)

REQUEST TO CREATE AND TO ADVERTISE

Executive Director of Enrollment Development Bob Tebbe presented a request to create and to advertise a full-time administrative position of Director of Online Education at salary grade 6 per the administrator pay scale.

Executive Director Moyer presented a request to create and to advertise two full-time administrative positions of Program Research Specialist at salary grade 1 per the administrator pay scale, and a full-time administrative position of Human Resources (HR) Generalist at salary grade 3 per the administrator pay scale.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the creation and advertisement of the positions as presented. The motion carried. (These items will appear on the consent agenda.)

REQUESTS TO CONTINUOUSLY ADVERTISE AND TO ADVERTISE

Executive Director Moyer presented the following request to continuously advertise:

1. Part-time Grant-funded SWIC EE Position: ATS Reservationist

Ms. Moyer presented the following requests to advertise:

1. Part-time Custodian, SWGCC
2. Part-time SWIC EE Position: Network Connectivity Technician
3. Full-time Administrative Position: Academic Advisor
4. Full-time SWIC EE Position: Enrollment Services Specialist
5. Full-time Administrative Position: Assistant Director of Adult Education
6. Part-time SWIC EE Position: Early School Leaver Coordinator, Madison County
7. Full-time SWIC EE Position: Literacy/ELA Secretary, BC

Mr. Blomenkamp 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 for July 2019. There are a total of 11 newly-hired employees; 13 Persons of Interest; and one termination on the July 2019 report.

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

ADJOURNMENT

Mr. Blomenkamp moved, seconded by Mr. Morton, to adjourn the meeting at 6:48 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees