

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
January 13, 2020
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 Gina Segobiano, Ed.D. Robert Tebbe Bernie Ysursa
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:43 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the December 9, 2019 meeting and the Executive Session of December 9, 2019 as presented. The motion carried.

AGREEMENTS

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

- new facility agreement between St. Anthony's Memorial Hospital and Southwestern Illinois College, District #522 to permit allied health programs (currently Nursing Education) to utilize the clinical facility;
- new partnership agreement between Belleville Township District 201 High Schools and Southwestern Illinois College, District #522 to allow high school seniors who successfully complete the Discrete Math course at Belleville East and Belleville West High Schools to be deemed "math college-ready" by SWIC and eligible to take either Math 107 or Math 111 at SWIC without further placement requirements;

- new partnership agreement between Chester High School and Southwestern Illinois College, District #522 to allow high school seniors who successfully complete the Quantitative Literacy and Statistics Math course at Chester High School to be deemed “math college-ready” by SWIC and eligible to take either Math 107 or Math 111 at SWIC without further placement requirements;
- new agreement between Financial Planning Association of Greater St. Louis and Southwestern Illinois College, District #522 to provide pro bono services in one general area of individualized financial planning at PSOP; and
- renewal agreement between Association for Bright Learners’ Education (ABLE) and Southwestern Illinois College, District #522 to present Kids on Campus workshops at SWIC.

Trustee Campo inquired about the partnership agreements with some of the District’s high schools. Dr. Segobiano replied the partnership agreement is part of the Postsecondary & Workforce Readiness Act which requires placement collaborations between high schools and community colleges and is geared toward high school seniors who are not on target to jump into college level courses and enroll. The SAT is given to high school juniors. If they did not make the grade in Math, then this class is appropriate.

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

GIFTS TO THE COLLEGE

Chief Administrative Services Officer Ysursa reported gifts of a book and DVDs 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.)

COURSE FEE ADJUSTMENTS

Chief Academic Officer Dr. Gina Segobiano presented changes in course fees for BUS 101, BUS 209, and MGMT 204 from \$5 to \$20, which will be used for instructional materials and supplies, printer and supplies and annual software maintenance.

Mr. Blomenkamp 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.)

STUDENT SERVICES UPDATE

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

Student Outreach Projects/Events

- Spring 2020 bills were due December 2, 2019. Student Services made personal calls to notify students of payment responsibility and make them aware of options such as financial aid and payment plans.
- Student Services hosted a High School Partnership Day on December 6th where 23 of our district high school staff attended presentations by department heads.
- 1098-T tax forms will be available for students the last week of January. Student Accounts is sending a mass e-mail providing guidance and instructions.

Financial Aid/Veteran Services Update

- Financial Aid Administrators attended the Federal Student Aid conference in Reno, NV to learn about upcoming regulatory updates and improvements taking place.
- Financial Aid has notified students of required documentation for the 20-21 academic year to promote early processing.
- Financial Aid and VA students' fall grades have been evaluated and students were notified via e-mail of their academic progress status.

Student Services

- During the month of December representatives from 8 transfer institutions visited Belleville and Granite City campuses.

EXECUTIVE SESSION

Mr. Blomenkamp moved, seconded by Mr. Morton, to move into Executive Session at 6:08 p.m. to discuss collective bargaining (5 ILCS 120/2(c)(2). Upon a roll call vote, those trustees voting aye were Mr. Blomenkamp and Mr. Morton. Nays: None. Absent: Mr. Verdu. PASSED

There was consensus to return to regular session at 6:15 p.m.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

PERSONNEL MATTERS

Trustees Blomenkamp and Morton agreed to an omnibus vote for the personnel matters of resignations, retirement notifications, appointments, and authorizations to hire.

Chief Human Resources and Operations Officer Anna Moyer presented the following requests:

Consideration to accept the resignations of Jo Vonda Winters, Special Projects Coordinator, High School Equivalency, Adult Education Department, effective close of business December 20, 2019; and Dr. Cinnamon VanPutte, Professor of Biology, effective close of business May 31, 2020;

Consideration to accept the retirement notifications of Lisa Modglin, Senior Systems Analyst Programmer, IT, effective close of business January 31, 2020; and Michael Harter, full-time Custodian at the Belleville Campus, effective close of business December 31, 2019;

Consideration to appoint the following:

Arnita Bell and Steven Roberts to the part-time grant-funded SWIC EE positions of ATS Driver effective February 3, 2020 at an hourly rate of \$12.79 in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule for up to 28 hours per week and contingent upon the continued receipt of external funding;

Matthew Jett and Austyn Winfrey to the part-time positions of Custodian at the Sam Wolf Granite City Campus effective February 3, 2020 at an hourly rate of \$13.27 in accordance with the SWIC Operating Engineers Local 148, AFL-CIO Salary Schedule for up to 28 hours per week;

Jennifer Ray to the full-time administrative position of Instructional Business Analyst effective January 27, 2020 at an annual salary of \$58,000 and subject to the Personnel Procedures for Administrators; and

Barbara Vrabec to the part-time grant-funded SWIC EE position of Special Projects Coordinator-Granite City effective February 3, 2020 at an hourly rate of \$23.31 in accordance with the SWIC Educational Employees IFT- AFT Local 6600 salary schedule for up to 28 hours per week and contingent upon the continued receipt of external funding;

Consideration to hire the following:

Daris Hicks as part-time grant-funded faculty in the Adult Education Department for Remedial Studies with additional duties effective February 3, 2020 at an instructional rate compensable to years of experience and service at SWIC as an instructor for Adult Education and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty and the continued receipt of external funding; additional duties will be at an hourly rate of \$25 for six hours per week;

Julie Range-Covlin to the part-time non-union position of Technical Theatre Coordinator in the Arts and Humanities Division effective January 20, 2020 at an hourly rate of \$16;

ratification of the hire of part-time faculty in the Business and Tech Ed Divisions under emergency hire conditions and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Vicky Furhop: Computer Information Systems, 01-09-2020;
Cindy Stephens: Office Administration Technology, 01-06-2020;
Tony Vaughn: Heating, Ventilation and Air Conditioning, 01-09-2020;

part-time faculty for the Spring 2020 semester:

Arts and Humanities

Laura Shea: Art

Health Sciences & Homeland Security

Charles Allen: Investigation, Interview Techniques & Scenarios

Patrick Barnes: Taser, Patrol Procedures, Traffic Stops & Scenarios

Bryan Bauer, Crime Scene Processing

Timothy Birkhead: DUI, Drug Recognition Expert, Traffic Stops

Chris Clewis: Taser, Knife Defense, Defensive Tactics, Traffic Stops

Holly Higgenbotham: Radiologic Technology

Christopher Johnson: Accident Reconstruction

Jacquelyn Laminack: Patrol Procedures, Traffic Stops, Community Policing

Aaron Nyman: Narcotics, Child and Elderly Abuse, Investigations

Trent Ross: DUI, Traffic Stops, Crowd Control

Brandon Smiley: Firearms and Patrol Procedures

Kristopher Tharp: Criminal Procedures, Elderly Abuse, Investigations

Technical Education

Zachary Gilli: Heating, Ventilation and Air Conditioning

Brian Sackett: Aviation Pilot Training

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the above-named personnel matters as presented. The motion carried. (These items will appear on the consent agenda.)

2019-2020 PART-TIME COACHING CONTRACT

Chief HR and Operations Officer Moyer presented a request to approve the part-time coaching contract for the remaining 2019-2020 year at an annualized stipend of \$3,400, subject to proration, to Drake Arndt as the Assistant Baseball Coach.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the part-time coaching contract to Drake Arndt as presented. The motion carried. (This item will appear on the consent agenda.)

CONTINUED EMPLOYMENT FOR SECOND YEAR (FY2021) NON-TENURED FACULTY

CAO Segobiano presented a request to approve continued employment for the second year of service (AY20-21) for the following individuals:

Business

Jill Thomae: Office Administration Technology

Health Sciences and Homeland Security

Erica Johnson: Nursing Education

Math and Science

Kristen Huffman: Biology

Cora Marty-Farmer: Mathematics

Charles Knoth: Biology

Casey (Kim) Lohring: Chemistry

Jenny VanWyk: Chemistry

Technical Education

Kevin Connelly: Aviation Maintenance

Keith Mueller: Aviation Pilot Training and Aviation Management Programs

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the second year of continued employment for the above-named individuals as presented. The motion carried. (This item will appear on the consent agenda.)

CONTINUED EMPLOYMENT FOR THIRD YEAR (FY2021) NON-TENURED FACULTY

Dr. Segobiano presented a request to approve continued employment for the third year of service (AY20-21) for the following individual:

Technical Education

Michael Dealy: Aviation Maintenance

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the third year of continued employment for Michael Dealy, Aviation Maintenance, as presented. The motion carried. (This item will appear on the consent agenda.)

NEW PROGRAM STAFFING PLAN

Chief HR and Operations Officer Moyer presented a request to approve the New Program Staffing Plan and associated requests to create and/or advertise program related positions. The College is exploring program opportunities and course development to address varying vocational opportunities and industry demands. All positions may not need to be filled and will be based on program development progress.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the New Program Staffing Plan as presented. The motion carried. (This item will appear on the consent agenda.)

REQUESTS TO ADVERTISE

Ms. Moyer presented the following requests to advertise:

- Full-time Custodian, BC
- Full-time Administrative Position: Senior Systems Analyst/Programmer
- Full-time Administrative Position: Dean of Math and Science

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 December 2019. There are a total of seven newly-hired employees, 11 Persons of Interest, and three terminations on the December 2019 report.

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

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, February 10, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Blomenkamp moved, seconded by Mr. Verdu, to adjourn the meeting at 6:27 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees