

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**February 10, 2020**  
**5:00 p.m.**

Committee members present: Robert G. Morton, Chairman  
John Blomenkamp  
Eugene Verdu

Trustees present: Steve Campo  
Nick Raftopoulos (arrived at 5:15p)  
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 5:01 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Blomenkamp moved, seconded by Mr. Verdu, to approve the minutes of the January 13, 2020 meeting and the Executive Session of January 13, 2020 as presented. The motion carried.

**GRANTS**

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

- new Transition Instruction Math and English grant from the ICCB in the amount of \$29,180 for the period July 1, 2019 through June 30, 2020 to create, support or expand transitional math and English Language Arts instruction and curriculum development to support partnerships with high schools, support access to regional training opportunities, to identify scalable and sustainable models for Transition English courses, and for the submission of courses to the statewide portability panel for Fall 2020;
- continuation Madison County Community Development grant in the amount of \$45,750 for the period January 1, 2020 through December 31, 2020 to fund tuition for Adult Education students enrolled in training programs offered by Adult Education at the SWGCC and also for high school equivalency testing fees for low-income students in Madison County; and

- continuation of Multipurpose Senior Center Program grant from the St. Clair County Board in the amount of \$62,500 for the period January 1, 2020 through December 31, 2020 to fund activities, information, social and health services to senior citizens age 55 and over.

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

### **AGREEMENTS**

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

- new agreement between Maryville Imaging, LLC and Southwestern Illinois College, District #522 to allow Health Science students (Radiologic Technology) to participate in clinical experience;
- new agreement between Clayton Sleep Institute and Southwestern Illinois College, District #522 to allow Health Science students (Respiratory Care) to participate in clinical experience;
- new partnership agreement between Dupo High School and Southwestern Illinois College, District #522 to allow high school seniors who successfully complete the Transitional Math course at Dupo High School to be deemed “math college-ready” by SWIC and eligible to take either Math 107, Math 111, or Math 112 at SWIC without further placement requirements;
- new agreement between Easterseals Midwest and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instruction program at SWIC;
- new agreement between Tri-Township Library and Southwestern Illinois College, District #522 to allow SWIC’s Adult Education to offer high school equivalency classes at the facilities to adult learners 17 and older who desire to earn their High School Equivalency credential;
- renewal agreement between New Bethel Baptist Church, East St. Louis, IL and Southwestern Illinois College, District #522 to allow SWIC’s Adult Education to continue to offer day and evening High School Equivalency courses at the church’s main facilities;
- new agreement between Power of Change Christian Church, Cahokia, IL to allow SWIC’s Adult Education to continue to offer High School Equivalency classes at the church’s facilities; and
- new agreement between ePlace Solutions, Inc., and Southwestern Illinois College, District #522 to allow the ePlace Online Training Program content to be imported into SWIC’s PeopleSoft training modules to provide training lessons, reporting tools and the ability to track compliance for over 1800 users within SWIC’s system.

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

### **COURSE FEE ADJUSTMENTS**

The proposed new course fees for AVIA 233, AVIA 237, and ORIE 101 will be used for instructional materials and supplies.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees approve the course fee adjustments. The motion carried. (This item will appear on the consent agenda.)

### **FALL 2019 GRADUATE LIST**

Chief Academic Officer Gina Segobiano presented the list of Fall 2019 graduates. Trustee Campo inquired if the number is up or down from last year. Executive Director of Enrollment Development Bob Tebbe stated he will get the information for Mr. Campo.

### **STUDENT SERVICES UPDATE**

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

#### Student Outreach Projects/Events

- High School visit day was held on January 24<sup>th</sup> where high school students were able to visit informational tables promoting programs and student services, tour the campus, and attend breakout sessions. 268 total guests attended the event in the form of 165 students and 103 parents, teachers, or guidance counselors.
- Enrollment Express was held January 6<sup>th</sup>-11<sup>th</sup> to guide students and provide a one stop shop for enrollment, registration, and financial aid prior to the start of spring classes.
- Financial Aid and Enrollment Services held extended hours on Tuesday, January 7<sup>th</sup> and 14<sup>th</sup> as well as Saturday, January 11<sup>th</sup>.
- Academic Advisors presented an Advising Overview to faculty as part of Faculty Development Week.

#### Student Services Update

- 1098-T tax forms have been mailed to eligible students along with an informational insert. Students were also informed via e-mail how to retrieve their tax form online.
- Financial Aid, Academic Advising, and Enrollment Services are assisting with updating the content for online orientation and recording informational videos for the ED 101 course.
- Designated Academic Advisor met with Red Bud Advantage (Block Schedule) every Monday and Tuesday to mentor students and monitor progress.
- SIUE Coordinator of Academic Services facilitated individualized training sessions for Academic Advisors by sharing updates, transfer guides, major pathways, and 2+2 Articulation Agreements.
- Enrollment Services is processing dual credit registrations for Spring 2020. We are anticipating approximately 2000 dual credit students for Spring 2020.
- The Financial Aid Office is continuing FAFSA Completion Initiatives for the 20-21 FAFSA.

### **EXECUTIVE SESSION**

*Mr. Blomenkamp moved, seconded by Mr. Verdu, to move into Executive Session at 5:10 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. Blomenkamp, Mr. Verdu and Mr. Morton. Nays: None. Absent: None. PASSED*

*There was consensus to return to regular session at 5:25 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, Verdu and Morton agreed to an omnibus vote for the personnel matters of resignations, appointments, and authorizations to hire.

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

Consideration to accept the resignations of Eboni Chism, Academic Advisor, effective close of business February 5, 2020; and

Alicia Hauer, Coordinator of Success Programs-SWGCC, effective close of business January 31, 2020.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to accept the resignations of Eboni Chism and Alicia Hauer as presented. The motion carried. (These items will appear on the consent agenda.)

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

Consideration to appoint the following:

Terrell Turner to the part-time grant-funded SWIC EE position of ATS Driver at an hourly rate of \$12.79 for up to 28 hours per week effective March 2, 2020 in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule;

Krista White to the part-time grant-funded SWIC EE position of ATS Reservationist at an hourly rate of \$10.58 for up to 28 hours per week effective March 2, 2020 in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule;

Micah Sexton to the full-time grant-funded SWIC EE position of Secretary, ATS at an annual salary of \$30,016 effective March 2, 2020 in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule;

Kelsey Huelsmann to the full-time administrative position of Office Manager, Schmidt Art Center, effective February 20, 2020 at an annual salary of \$48,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Sarah Gruenewald to the full-time grant-funded SWIC EE position of Grant Specialist at an annual salary of \$31,947 effective March 2, 2020 in accordance with the SWIC Educational Employees IFT-AFT Local 6600 Salary Schedule;

Melinda Colbert to the part-time SWIC EE position of Success Center Computer Lab Assistant-SWGCC at an hourly rate of \$13.38 for up to 28 hours per week;

Adela McColpin to the full-time administrative position of Accountant I effective February 20, 2020 at an annual salary of \$50,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Mikayla Wilson to the full-time administrative position of Accountant I effective February 20, 2020 at an annual salary of \$45,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Michelle Que to the full-time administrative position of Accountant I effective March 2, 2020 at an annual salary of \$44,675, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Jason Stroud to the full-time administrative position of Accountant II effective March 16, 2020 at an annual salary of \$61,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

Mark Andres to the full-time administrative position of Academic Advisor effective March 16, 2020 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Latrice Brimmage to the full-time administrative position of Academic Advisor effective March 16, 2020 at an annual salary of \$40,698, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Kelsey Fritsche to the full-time administrative position of Academic Advisor effective March 16, 2020 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Tammy Shryock to the full-time administrative position of Academic Advisor effective March 16, 2020 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Brianna Hamann to the full-time administrative position of Academic Advisor effective March 16, 2020 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators; and

Ivy Word to the full-time administrative position of Academic Advisor effective March 16, 2020 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators.

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

Chief Human Resources and Operations Officer Anna Moyer presented the following authorizations to hire:

Consideration to hire the following:

ratification of hire of part-time faculty under emergency hire conditions for the Spring 2020 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Business Division

Abdelouahab Amor, Cisco, 01.27.20

James Lapointe, Cisco, 01.30.20

Technical Education

Josh Branch, Construction Management, 01.28.20

Sarah Ann Tyler to the part-time position of Paraprofessional Test Prep Class Instructor in Community Education for Spring 2020;

Sarah Ann Tyler to the part-time non-union position of Paraprofessional Test Proctor in Community Education for Spring 2020;

part-time faculty for the Spring 2020 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Arts and Humanities

Laura Miller, Communications, Languages and Philosophy, 03.20.20

Business Division

Darnacio Washington, Food Truck, 03.16.20

Health Sciences & Homeland Security

Justin Biggs, AOJ: DUI, Drug Recognition Expert, Firearms, Violent Crimes

Leland Rowland, AOJ: Crowd Control and Patrol Procedures

Nicholas Stewart, AOJ: Firearms, Traffic Stops & Scenarios

Technical Education

Cory Scott, Welding, 03.16.20

Bradley Wyatt, Welding, 03.16.20

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

**SWIC EE POSITION CLASSIFICATION REVIEW FOR SSS-082**

Chief HR and Operations Officer Moyer presented a request to assign SSS-082 to Grade 5 and adjust the salary of Bargaining Unit member Marilyn Quitmeyer to \$36,444 effective December 1, 2019 as defined in Article 15.D, Page 42 of the SWIC EE CBA. The Classification Review Committee completed the review of the SSS-082 position and recommended this position be re-classified from a Grade 4 to a Grade 5 position.

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

### **REQUESTS TO CREATE AND TO ADVERTISE**

Ms. Moyer presented a request to create and to advertise a full-time grant-funded SWIC EE position of Program Assessment Coordinator in the Adult Education Department and contingent upon the continued receipt of external funding. This position will be supported by grant funds from ICCB and is an effort to combine the duties of two part-time vacant positions (Adult Ed Testing Assistant and Special Projects Coordinator-Belleville) in order to fulfill current and projected employment needs of SWIC Adult Education.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve to create and to advertise for the position as presented. The motion carried. (This item will appear on the consent agenda.)

Ms. Moyer presented a request to approve the New Program Staffing Plan and associated requests to create and/or to advertise program related positions. She stated this request is in response to state legislative changes related to cannabis and the college's exploration of program opportunities in fermentation, culinary and food science.

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

### **REQUEST TO CONTINUOUSLY ADVERTISE**

Ms. Moyer requested authorization to continuously advertise for Part-time Public Safety Dispatchers for a period of one year. Public Safety, Belleville Campus currently has two dispatcher vacancies, and SWGCC currently has two vacancies.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to approve administration's request to continuously advertise for Part-time Public Safety Dispatchers for a period of one year. The motion carried.

### **REQUESTS TO ADVERTISE**

Ms. Moyer presented the following requests to advertise:

1. Full-time Faculty Position: Biology, Math and Science Division
2. Part-time Non-union Position: LACE Assistant Tutor, Business Division
3. Full-time Administrative Position: Student Accounts Coordinator
4. Full-time Administrative Position: Coordinator of Success Programs, SWGCC
5. Part-time SWIC EE Position: Math & Science Specialist
6. Full-time SWIC EE Position: Telecommunications Operator
7. Full-time SWIC EE Position: General Ledger Accounting Technician
8. Full-time SWIC EE Position: Accounts Payable Specialist
9. Full-time SWIC EE Position: Enrollment Services Specialist

Mr. Blomenkamp moved, seconded by Mr. Verdu, 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 January 2020. There are a total of 41 newly-hired employees, eight Persons of Interest, and one SWIC EE termination on the January 2020 report.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees ratify the actions listed on the January 2020 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, March 9, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Blomenkamp moved, seconded by Mr. Morton, to adjourn the meeting at 5:38 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees