

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**March 16, 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 (arrived at 5:07p)  
Richard Roehrkasse

Administrators present: Nick J. Mance  
Linda Andres  
Anna Moyer  
Staci Oliver (via phone)  
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 5:00 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the February 10, 2020 meeting and the Executive Session of February 10, 2020 as presented. The motion carried.

**GRANTS**

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

- renewal St. Clair County Community Services block grant from the St. Clair County Community Action Agency in the amount of \$10,000 for the period January 1, 2020 through December 31, 2020 to fund tuition and fees for adult education students who are also St. Clair County residents and are approved for enrollment in training programs offered by the Adult Education Department;
- new Stress Busting for Caregivers grant from AgeSmart Community Resources in the amount of \$2,250 for the period October 1, 2019 through September 30, 2020 to provide supplemental funds to offer a six-week Alzheimer's Education program: Stress Busting for Caregivers;

- amended Foster Grandparent Program grant from the Corporation for National and Community Service in the amended amount of \$286,313 for the period July 1, 2019 through June 30, 2020 to provide mentoring and tutoring to special needs children ranging in age from infancy to 21 years of age; and
- amended Senior Companion Program grant from the National and Community Service in the amended amount of \$400,651 for the period July 1, 2019 through June 30, 2020 to provide volunteer services by income eligible adults age 55 and older to those at risk of institutionalization.

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

### **AGREEMENTS**

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

- renewal agreement between VA Medical Center, St. Louis, MO and Southwestern Illinois College, District #522 to permit Health Science students (currently Medical Assistant program) to utilize the clinical facility;
- new agreement between The Early Years, Inc. and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- new agreement between Schanel Duncan dba Little Stars, L.R.L. and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- new agreement between High Mount School District #116 and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- new agreement between Daytime Discoveries, Inc. and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- new agreement between C.A. Henning Elementary and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- new agreement between Bernard Long Elementary School and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;
- new agreement between 1<sup>st</sup> Baptist Child Development Center and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education program at SWIC;

- new agreement between Willows Ways, Inc. and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology program at SWIC; and
- new agreement between Link-Systems International and Southwestern Illinois College, District #522 to provide online tutoring including integration of Pisces with the college's Learning Management System, Blackboard.

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

### **CHANGE IN GPA FOR ADMISSION**

SWIC provides multiple methods of placement for students to enroll in college level credit bearing English and mathematics classes, i.e. GPA, ACT score, SAT score, HiSet score, etc. . This change in GPA will align with multiple measures in the state and will hopefully increase enrollment and also diminish remedial classes. Dr. Segobiano stated this is uncharted territory but we are ready to move forward. In addition we are ramping up the Success Center.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve a GPA of 2.5 on a 4.0 grading scale or higher as presented. The motion carried. (This item will appear on the consent agenda.)

### **NEW AAS DEGREE AND CERTIFICATE PROGRAMS**

The Board of Trustees approved the staffing plans for these new programs. The college has been unable to promote the new programs as we are still awaiting approval from the Curriculum Committee and ICCB.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve new AAS degree and certificate programs of Cannabis, Fermentation and Licensed Practical Nursing (LPN). The motion carried. (This item will appear on the consent agenda.)

### **WORKFORCE DEVELOPMENT PILOT PROGRAMS**

President Mance reported he received a call from Dr. Ed Hightower concerning SWIC's assistance in writing a grant to help receive funds for a technical center adjacent to a medical facility in Venice, Illinois. Dr. Hightower asked that SWIC personnel write the grant for the purchase of property and equipment, run the program and own the building.

If the grant is successful, the goal is to introduce the plan at the Red Bud Campus. Perandoe, currently renting space at the Red Bud Campus, has expressed an interest for more space, more than SWIC has. They could be incorporated into the plan.

Board Attorney Hoerner stated the Workforce Development Board of Madison County is pushing this initiative. He suggested a joint agreement between the Madison School Boards and the SWIC Board of Trustees (allowable under the Community College Act and the School Board Code) to provide in the interim for the 11<sup>th</sup> and 12<sup>th</sup> grade students to be transported to the Sam Wolf Granite City Campus to take technical education classes. Mr. Hoerner added this would be a great opportunity for these high school students.

Trustee Campo asked if this type plan could be used at Lindenwood. Mr. Hoerner replied if we achieve this it could be replicated throughout the District.

Mr. Blomenkamp moved, seconded by Mr. Morton, for administration to continue with the development of this pilot program. The motion carried.

### **COURSE FEE ADJUSTMENTS**

The course fees for MGMT 280 through MGMT 284 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.)

### **GIFTS TO THE COLLEGE**

Chief Administrative Services Officer Ysursa reported gifts to the Schmidt Art Center, the Belleville Campus Library, and PSOP this month.

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**

- Staff from High School Partnerships & Recruitment and Academic Advising hosted the St. Louis Metro East Regional College Fair on Sunday, February 23<sup>rd</sup>. 516 visitors attended the fair and met with 92 colleges and university representatives.
- Academic Advisors contacted 2<sup>nd</sup> time appeal students to check progress and make sure they are aware of support services.
- Student Accounts and Financial Aid Staff are reaching out to students with Spring past due balances via personal calls and e-mails.

#### **Student Services Update**

- The first disbursement of Spring Financial Aid refunds were mailed out to students February 21, 2020.
- The Financial Aid Office is reviewing 20-21 files and preparing to process 20-21 financial aid offers prior to May 1<sup>st</sup>.
- Veteran Services has reconciled all debts that were sent to the Treasury Offset Program.
- Students received an invitation to complete the Noel Levitz Student Satisfaction Survey which was open from February 17<sup>th</sup> – March 6<sup>th</sup>.
- SWIC Early Education Coordinator met with Academic Advisors to provide updates (SIUE 2+2 Articulation Agreement, Practicum, HES 152 and CUL 116 waivers).
- Designated Academic Advisor visited Belleville East and West High Schools to register new Running Start Students.
- During the month of February representatives from 23 transfer institutions visited Belleville and Granite City Campuses.

## **RESIGNATION AND RETIREMENT NOTIFICATIONS**

Chief Human Resources and Operations Officer Anna Moyer presented the following resignation and retirement notifications:

Consideration to accept:

the resignation of Dr. Joy Branlund, Professor of Earth Science, effective close of business July 24, 2020;

the retirement notification of Chris Moran-Hunter, Enrollment Specialist/SAFB in the Student Services Division, effective close of business March 31, 2020; and

the retirement notification of Jim Gunter, Physical Plant Manager, effective close of business March 2, 2020.

Mr. Blomenkamp moved, seconded by Mr. Morton, to accept the resignation of Dr. Joy Branlund and the retirement notifications of Chris Moran-Hunter and Jim Gunter as presented. The motion carried. (These items will appear on the consent agenda.)

## **APPOINTMENTS**

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

Consideration to appoint the following:

George Ingraham, Ray Russell, Douglas Borders and Ciara Hughes to the part-time grant-funded SWIC EE position of ATS Driver effective April 1, 2020 at an hourly rate of \$12.79 for up to 28 hours per week based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule;

James Braden to the full-time administrative position of Senior Systems Analyst Programmer effective April 1, 2020 at an annual salary of \$95,000 at salary grade 8 and subject to the provisions of the Personnel Procedures for Administrators;

Kathryn Caraker to the full-time administrative position of Student Accounts and Financial Functional Analyst effective April 1, 2020 at an annual salary of \$58,000 at salary grade 3 and subject to the provisions of the Personnel Procedures for Administrators;

Jamie Wheeler to the full-time administrative position of Accountant II effective April 1, 2020 at an annual salary of \$61,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators;

Consideration to hire the following:

Kristin Robbins to the part-time Radiologic Technology (RT) Clinical Instructor/Supervision position in the Health Sciences and Homeland Security Division for .5 hours weekly at an hourly rate of \$25.00 for the Spring 2020 semester;

part-time faculty for the Spring 2020 semester at a salary based on education attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Health Sciences and Homeland Security Division  
Rebecca Aitken, Nurse Assistant Instructor  
Jennifer Polanco, Nurse Assistant Instructor  
Courtney Schwartzkopf, Nurse Assistant Instructor

part-time faculty for the Summer 2020 semester at a salary based on education attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Arts and Humanities  
Deborah Wheeler, Art Instruction

Math and Sciences  
Mark Levine, Engineering.

Trustee Campo questioned the appointment of James Braden. IT Executive Director Linda Andres stated Mr. Braden's last appointment was to a lower salary grade in order to prepare him to advance.

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

#### **RETITLED AND RESTRUCTURED ADMINISTRATIVE POSITION**

Chief HR and Operations Officer Moyer presented a request to appoint Bradley Sparks to the retitled and restructured full-time administrative position of Dean of Technical Education and Workforce Development at an annual salary of \$125,000 at salary grade 9 effective April 1, 2020 and subject to the provisions of the Personnel Procedures for Administrators.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the appointment of Bradley Sparks to the retitled and restructured administrative position of Dean of Technical Education and Workforce Development 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 the following positions:

the full-time administrative position of Associate Director, Athletics Development;

the full-time SWIC EE position of Technical Services Coordinator; and

the full-time position of Practical Nursing/Nursing Education/Nurse Assistant Instructor for the FY 2020-2021 academic year;

the full-time position of Practical Nursing Coordinator-Instructor for the FY 2020-2021 academic year; and

the part-time/adjunct openings in the Practical Nursing program (continuously advertise from September 1, 2020-August 31, 2021.)

Trustee Blomenkamp moved, seconded by Mr. Morton, to pull the full-time administrative position of Associate Director, Athletics Development but to recommend the Board of Trustees authorize the remaining requests to create and to advertise. The motion carried. (These items will appear on the consent agenda.)

Trustee Campo stated he has disagreement with the job description for the position of Associate Director, Athletics Development and thinks the position should be tied to a coaching position. He added the college has a lot of retirees who coach, and this position is a little different than the Foundation position that fundraises every day. Mr. Campo said, "The standard practice in our league is that this position is tied to a coaching position."

Trustee Blomenkamp stated he wants to see the position support all at the college, not just athletics or a particular sport; he believes the position should be campus wide.

Mr. Campo asked Chairman Morton, Trustees Roehrkasse and Raftopoulos their opinions, who replied, "I agree with John Blomenkamp; I agree with Bob Morton; and I agree with Bob Morton" respectively.

President Mance specified that fundraising is a full-time job and added, "I have a problem with people having enough time. I think Mike Juenger needs help and I think we should get him some help. We need to decide what we want this position to be. If it is fundraising then that is what they should do. Maybe we should look at different ways to pay our coaches." Trustee Campo replied, "Fundraising is a very important job and I agree he (Juenger) needs help." President Mance concluded with, "I think we waste a lot of time on the small amounts. We should be focused on larger amounts."

Trustee Blomenkamp added he would like to see the position as a district-wide position, not just athletics. Chief Human Resources and Operations Officer Moyer was directed to redo the job description.

### **REQUESTS TO ADVERTISE**

Ms. Moyer presented the following requests to advertise:

1. Full-time Administrative Position: Systems Analyst Programmer
2. Full-time Instructor: Earth Science for the FY 2020-2021 Academic Year
3. Part-time Grant-funded SWIC EE Position: Special Projects Coordinator in the Adult Education Department
4. Part-time SWIC EE Position: Success Center Computer Lab Assistant, BC
5. Part-time SWIC EE Position: Functional Analyst
6. Part-time SWIC EE Position: WIOA Employment Training Assistant

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 February 2020. There are a total of ten newly-hired employees; five Persons of Interest; two SWIC EE terminations; and one part-time non-union termination on the February 2020 report.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the actions listed on the February 2020 report. The motion carried. (This item will appear on the consent agenda.)

**ICCTA 2020 AWARDS**

Chief Academic Officer Segobiano presented the nomination of Chantay White-Williams, Associate Professor of English, as SWIC’s submission for the ICCTA 2020 Outstanding Full-time Faculty Member of the Year, and the nomination of Belle Hamm, High School Equivalency teacher at the Red Bud Campus, as SWIC’s submission for the ICCTA 2020 Outstanding Adjunct Faculty Member of the Year. These individuals will be recognized at the annual ICCTA convention held June 5-6, 2020 in Chicago, IL. Trustee Roehrkasse reported the deadline to submit these nominations has been extended to April 3, 2020 at 5:00 p.m.

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

**NEXT SCHEDULED MEETING**

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, April 6, 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 5:50 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees