

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
April 13, 2020
5:00 p.m.

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

Trustees present: Steve Campo
Nick Raftopoulos (remote)
Richard Roehrkasse (remote)

Administrators present: Nick J. Mance
Linda Andres
Anna Moyer
Staci Oliver (via phone)
Gina Segobiano, Ed.D.

Attorney present: Garrett Hoerner (remote)

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Verdu moved, seconded by Mr. Blomenkamp, to approve the minutes of the March 16, 2020 meeting as presented. The motion carried.

GRANT AND AGREEMENTS

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

- renewal Retired and Senior Volunteer Program grant from the Corporation for National and Community Service in the amount of \$98,560 for the period April 1, 2020 through March 31, 2020 to provide volunteers for nonprofit agencies in St. Clair and Madison Counties and reimburse volunteers within certain guidelines;
- renewal agreement between OSF Healthcare System, OSF Healthcare Saint Anthony's Health Center and Southwestern Illinois College, District #522 to permit Health Science students (Radiologic Technology, Computed Tomography, Medical Laboratory Technology and Phlebotomy programs) to participate in clinical experience;
- renewal agreement between Gateway Regional Medical Center and Southwestern Illinois College, District #522, to allow Health Science students (EMS/Paramedic programs) to participate in clinical experience; and

- new agreement between Advanced Training and Rehabilitation and Southwestern Illinois College, District #522 to allow Health Science students (Physical Therapists Assistant program) to participate in clinical experience.

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

GIFTS TO THE COLLEGE

Chairman Morton reported a gift of damaged airplane parts for the AVMT program this month.

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

COURSE FEE ADJUSTMENT

Chief Academic Officer Gina Segobiano reported the course fee increase for ECE 110, Early Childhood Education, is to cover the \$45 cost of background checks through the college.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the course fee adjustment. 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 Services Update

Student Services has worked together to ensure services and support remain intact during the COVID-19 pandemic.

- Centralized phone number and email for students to contact which is being triaged to the appropriate department
- Ongoing updates to all student service webpages
- Distance advising to promote early registration for Summer/Fall 2020- registration opens for all students April 6, 2020
- Usage of technology resources to connect with students remotely, Office 365 (chat functionality)

Outreach Projects

- Foundation scholarship promotion- reaching out to students to encourage application completion- priority deadline was March 1, 2020 for the 2020-2021 academic year
- Contacting students with current balances to discuss payment arrangements and possible financial assistance
- Enrollment promotion for Summer 2020/Fall 2020 via social media platform and call campaign
- Priority registration appointments ongoing; Running Start, Athletes, STEM, Disability and Access, Veterans
- Reviewing students with pending to do list items for 2019-2020 & 2020-2021- promoting FAFSA completion

Mr. Blomenkamp moved, seconded by Mr. Morton, to accept the Student Services Update. The motion carried.

RESIGNATION

Chief Academic Officer Segobiano presented the resignation of Valerie Stoner, Secretary in the Business Division, effective close of business March 17, 2020.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to accept the resignation of Valerie Stoner as presented. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

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

Donell Russell and Rushique Cooper to the part-time grant-funded SWIC EE positions of ATS Driver effective May 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

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.)

REAPPOINTMENT OF FULL-TIME AND PART-TIME APS

Chief HR and Operations Officer Moyer presented a request to approve the FY 2021 reappointment of full-time and part-time Administrative Professional and Supervisory staff per appendix A and subject to the Personnel Procedures for Administrators. The salary listed on the proposed reappointment list does not reflect an increase for FY 2021.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the FY 2021 reappointment of full-time and part-time Administrative Professional and Supervisory staff per appendix A and subject to the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

ACCEPTANCE OF NEW CURRICULUM

Trustees Blomenkamp, Verdu, and Chairman Morton agreed to an omnibus vote concerning this topic.

CAO Segobiano presented the following new programs that have all been through the Curriculum Committee and approved:

1. New Certificate Program, OCCUP 025C, Practical Nursing
2. New Certificate Program, OCCUP 049G, Logistics & Supply Chain Management
3. New Certificate Program, OCCUP 022A, Medical Laboratory Assistant
4. Temporary AAS Program, OCCUP 066G, Brewing Science & Operations
5. Certificate Program, OCCUP 066H, Brewing Operations

Trustee Campo questioned if the college is okay with minors (underage) in the brewing science programs. Board Attorney Hoerner replied, "As long as they are not consuming it. It is not something we should worry about."

Mr. Campo asked why a history course was part of the curriculum. CAO Segobiano reported it is required for an Associate in Arts degree. Mr. Campo also inquired about the pre-requisite in nursing and asked if it could be bypassed. Dr. Segobiano cited the change to multiple measures for admittance to SWIC.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to accept the new programs as stated. The motion carried. (This item will appear on the consent agenda.)

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL

Ms. Moyer presented the monthly report of part-time personnel for March 2020. There are a total of four newly-hired employees and two Persons of Interest on the March 2020 report.

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

OTHER COMMITTEE RELATED BUSINESS

Board Attorney Hoerner provided an update concerning the vocational training and career education program by joint governmental agreement. In the short term he proposed an intergovernmental agreement with Madison High School to have its students continue their vocational training at the Sam Wolf Granite City Campus. The college can apply for the grant at a later date. This arrangement could also be replicated at the Red Bud Campus and used throughout the District. No action was required of the committee.

Chairman Morton requested trustees provide their committee preferences to him. He intends to make one change to the committee appointments at the Board of Trustees meeting.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, May 11, 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 5:20 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees