

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
May 11, 2020
5:00 p.m.

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

Trustees present: Steve Campo
Richard Roehrkasse (remote)
Sara Soehlke (remote)

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

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

GRANT

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

- amendment to ICCB Adult Education and Literacy grant in the amount of \$42,400 for the period July 1, 2019 through June 30, 2020 to establish “lending libraries” in Belleville, Granite City, Red Bud, and East St. Louis for the use of computers for academic purposes only.

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

AGREEMENTS

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

- addendum to agreement between The Body Therapy Center and School of Massage and Southwestern Illinois College, District #522 for revision of the Massage Therapy certificate and degree curriculum affecting payment reflected in the Addendum to the agreement;
- renewal of agreement between Alton Physical Therapy and Southwestern Illinois College, District #522 to allow Health Science students (Physical Therapist Assistant program) to utilize the clinical facility;
- renewal of extended agreement between Castlebranch, Inc. and Southwestern Illinois College, District #522 to conduct criminal background checks for the Health Sciences and Homeland Security Department; the Unified Master Services agreement will provide certification of training in OSHA and HIPPA standards which is required by some of the clinical facilities associated with the Physical Therapist Assistant program; and
- renewal of agreement between IDEAL Aviation Illinois LLC and Southwestern Illinois College, District #522 to conduct helicopter flight training for the Aviation program.

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

ICCB CURRICULUM APPROVALS AND COURSE FEE ADJUSTMENTS

Chief Academic Officer Gina Segobiano presented ICCB curriculum approvals, some of which require a change to course fees. As this was an informational item, no action was required of the committee.

STUDENT SERVICES UPDATE

Executive Director of Enrollment Services and Institutional Planning Bob Tebbe requested the following report be entered into the public record.

Student Services Update

Student Services are continuing to work together to ensure services and support remain intact during the COVID-19 pandemic.

- E-mails and voicemails are being triaged to appropriate department. Student inquiries are being responded to via e-mail and phone call.
- Emergency Relief CARES Act funding guidance was released and the college has applied for the funds. Funds will be distributed to qualifying students based on their enrollment status to assist with COVID-19 expenses.
- The aging process was updated to remove Business Office holds due to Spring 2020 past due balances to allow students to enroll in summer and fall courses.
- Student services has increased their social media presence and coordinated a video showing staff members working from home.

Outreach Projects

- Mass e-mail was sent out to Spring enrolled students in addition to an ongoing calling campaign to promote summer and fall enrollment.
- Students who had courses in their shopping carts were contacted by Enrollment Services to provide assistance with completion of the enrollment process.
- Students who withdrew from Spring classes were contacted by Academic Advisors to discuss reason for withdraw and determine issues tied to COVID-19.

- Students unable to complete their courses were evaluated and contacted on a case-by-case basis to determine if they were eligible for a refund or petition for credit.

AUTHORIZATION TO HIRE

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

part-time faculty in the Health Sciences & Homeland Security Division for the Summer 2020 semester and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Nina Moore, Radiologic Technology Instructor, \$41.73/hr for five hours weekly; and

part-time members in the Belleville AmeriCorps program for the 2019/2020 program year contingent upon the full implementation of the summer camp program by Belleville Public School District #118 and dependent upon the staffing needs of the summer camp program by Belleville Public School District #118.

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

AUTHORIZATION TO ADVERTISE

Chief HR and Operations Officer Moyer presented a request to advertise the part-time position of Head Baseball Coach in the SWIC Athletic Department.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to authorize administration to advertise the position as presented. The motion carried.

RATIFICATION OF FOUNDATION BOARD APPOINTMENT

Chief Administrative Services Officer Bernie Ysursa presented a request to ratify the appointment of Samuel Hanger to the Foundation Board of Southwestern Illinois College. Foundation By-Laws require Foundation Board appointments be ratified by the SWIC Board of Trustees.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to ratify the appointment of Samuel Hanger to the Foundation Board of Southwestern Illinois College as presented. 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 April 2020. There are a total of two newly-hired employees and three Persons of Interest on the April 2020 report.

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

OTHER COMMITTEE RELATED BUSINESS

Chairman Morton stated he has received the President's evaluation, which will be sent to the trustees tomorrow. He requested their reviews be provided to him by Wednesday, May 20, 2020.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, June 8, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Verdu moved, seconded by Mr. Blomenkamp, to adjourn the meeting at 5:10 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees