

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**June 8, 2020**  
**5:00 p.m.**

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

Committee member absent: John Blomenkamp

Trustees present: Steve Campo  
Nick Raftopoulos (remote)  
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  
Bernie Ysursa

Rob Luttrell (via phone)

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. Morton, to approve the minutes of the May 11, 2020 meeting as submitted. The motion carried.

**GRANTS AND AGREEMENTS**

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the following grants and approve the following agreements:

- Illinois Department of Transportation renewal grant in the amount of \$354,400 for the period July 1, 2020 through June 30, 2021 to offer the Highway Construction Careers Training Program at the East St. Louis Higher Education Center through the Southwestern Illinois College Adult Education Department;
- AmeriCorps renewal grant in the amount of \$353,103 for the period August 8, 2020 through December 31, 2021 to provide tutors in 13 Belleville public schools, volunteer coordinators in two local neighborhood associations, and 40 summer camp counselors;

- Foster Grandparent Program federal continuation grant from the Corporation for National and Community Service in the amount of \$300,069 for the period July 1, 2020 through June 30, 2021 to provide mentoring and tutoring to special needs children ranging in age from infancy to 21;
- Senior Companion Program federal continuation grant from the Corporation for National and Community Service in the amount of \$427,123 for the period July 1, 2020 through June 30, 2021 to provide volunteer services for income eligible adults age 55 and older and to those at risk of institutionalization;
- St. Clair County Medical Society Alliance renewal grant in the amount of \$325 for the period July 1, 2020 through June 30, 2021 to be used by PSOP's Foster Grandparent Program to provide funding for healthy snacks and nutritional information during monthly in-service meetings;
- St. Clair County Medical Society Alliance renewal grant in the amount of \$325 for the period July 1, 2020 through June 30, 2021 to be used by PSOP's Senior Companion Program for volunteers' travel expenses to/from clients' homes;
- New contract between SW Management, Autumn Meadows of Cahokia and Southwestern Illinois College, District #522 to allow Health Science Nursing Education students to participate in clinical experience;
- New contract between Caseyville Nursing and Rehabilitation and Southwestern Illinois College, District #522 to allow Health Science Nursing Education students to participate in clinical experience;
- Renewal agreement between St. Joseph's Hospital, Breese, Illinois and St. Joseph's Hospital, Highland, Illinois and Southwestern Illinois College, District #522 to allow Health Science Physical Therapist Assistant students to participate in clinical experience;
- New agreement between DaVita Dialysis Contracting, LLC and Southwestern Illinois College, District #522 to allow Health Science students in the Medical Assistant Program to utilize the clinical facility; and
- Renewal agreement between Castlebranch, Inc. and Southwestern Illinois College, District #522 to conduct criminal background checks for SWIC's Health Sciences and Homeland Security department.

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

**SERVICE AGREEMENT BETWEEN ST. CLAIR COUNTY TRANSIT DISTRICT AND SOUTHWESTERN ILLINOIS COLLEGE/ATS**

Chief Financial Officer Missy Roche presented the renewal agreement between the St. Clair County Transit District and Southwestern Illinois College/ATS for the contract period July 1, 2020 through June 30, 2025. The college administers and operates specialized transportation services for eligible persons

pursuant to the provisions of the American with Disabilities Act and is reimbursed for program expenditures by the Transit District. The agreement also provides a 5% annual administration fee.

Trustee Verdu stated ATS has problems keeping drivers; they cannot hire them quickly enough. Chief Human Resources and Operations Officer Anna Moyer stated the positions are advertised the same as the college's academic positions. The concern expressed by Mr. Verdu will be addressed in collective bargaining.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the renewal agreement between the St. Clair County Transit District and Southwestern Illinois College/ATS for the contract period July 1, 2020 through June 30, 2025. The motion carried. (This item will appear on the consent agenda.)

### **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

- Emergency Relief CARES Act funding was released to Student Group 1 which was determined by Spring 2020 enrollment status (full, three-quarter, or half time) and FAFSA filing. CARES Act training was offered to faculty and staff and eligible students were notified via e-mail.
- Student service staff made outreach calls to promote summer and fall enrollment. Over 4000 students were contacted.
- Class of 2020 Enrollment Days event for high school seniors was held virtually using Facebook chat. 44 students were served in total during the event.
- The website was updated with an interactive version of the self-guided tour that tells students how to navigate classrooms and all campus locations.
- Fall 2020 schedules were distributed to area businesses and communities.
- Bookstore charging for Summer 2020 was released early for financial aid students with excess aid due to early start courses and potential delayed shipping.  
There was also an internal process created for handling third party bookstore charging with Barnes and Noble.
- Enrollment Services and IT are working on a wait list function that would allow students to place themselves on a waitlist if a class is full. This is going to be used by Instruction to determine opening additional sections and identify student needs as far as times, etc.

### **RESIGNATION**

Chief Administrative Services Officer Bernie Ysursa presented the resignation of Brandon Wecker, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business June 1, 2020. Mr. Wecker has served in that capacity since September 4, 2018.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignation of Brandon Wecker, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business June 1, 2020. The motion carried. (This item will appear on the consent agenda.)

### **RETIREMENT NOTIFICATION**

Chief Academic Officer Gina Segobiano presented the retirement notification of Donna Baker, Administrative Secretary for Health Sciences and Homeland Security, effective close of business May 31, 2020. Ms. Baker has been employed at the college for approximately 17-1/2 years.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the retirement notification of Donna Baker, Administrative Secretary for Health Sciences and Homeland Security, effective close of business May 31, 2020. The motion carried. (This item will appear on the consent agenda.)

### **AUTHORIZATION TO HIRE**

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

Part-time Faculty for the Fall 2020 Semester at a salary based on educational 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:

#### **Business Division**

David Stripeik, Computer Information Systems, (start date July 6, 2020)

#### **Health Sciences and Homeland Security**

Sarahlena Sarver Banu, Sign Language Studies Instructor (\$46.23/hr for 5 hours weekly)

Cynthia Paul, Medical Assistant Instructor

Anthony Perez, Medical Services Instructor (\$38.78/hr for 5 hours weekly)

Ralph Roah, Sign Language Studies Instructor (\$41.73/hr for 5 hours weekly)

Amanda Robertson, Medical Assistant Instructor (\$38.78/hr for 5 hours weekly)

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

### **REQUEST TO TRANSFER**

Chief Administrative Services Officer Ysursa presented a request to approve transfer request for full-time Commissioned Public Safety Officer Katie Orr from the Sam Wolf Granite City Campus to the Belleville Campus effective June 18, 2020 subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and the Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019. The vacant full-time position at the Belleville Campus became available due to the resignation Brandon Wecker.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the transfer request for full-time Commissioned Public Safety Officer Katie Orr as presented. The motion carried. (This item will appear on the consent agenda.)

### **AUTHORIZATION TO ADVERTISE**

Chief HR and Operations Officer Moyer presented a request to advertise continuous vacancy openings in the following divisions with an expiration date of August 31, 2021 to develop a pool of part-time faculty applicants:

Adult Education Department  
Business Division  
Health Sciences & Homeland Security  
Technical Education

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

**SPECIAL RETIREMENT INCENTIVE PLAN**

Chief Human Resources and Operations Officer Moyer presented a request to approve the planning and design of a special retirement incentive due to COVID-19 and associated budgetary implications.

Southwestern Illinois College, in response to COVID-19 and at the recommendation of ICCB, has continued payroll to employees. Administration, to recognize the service and commitment of employees and in response to challenges caused by this pandemic, is requesting to prepare a special retirement incentive. The plan would be presented to the Board of Trustees for final approval.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the planning and design of a special retirement incentive. 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 May 2020. There are a total of four newly-hired employees and four terminations on the May 2020 report.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the actions listed on the May 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, July 6, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Verdu moved, seconded by Mr. Morton, to adjourn the meeting at 5:15 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees