

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**July 6, 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)  
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. Blomenkamp moved, seconded by Mr. Verdu, to approve the minutes of the June 8, 2020 meeting as submitted. The motion carried.

**GRANT AND AGREEMENTS**

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

- continuation of the Foster Grandparent Program state grant in the amount of \$22,720 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 twenty-one;
- renewal agreement between Sparta Community Hospital District and Southwestern Illinois College, District #522 to allow Health Sciences students in the Medical Assistant Program the opportunity to participate in clinical experience;

- new agreement between Integrity Healthcare of Belleville and Southwestern Illinois College, District #522 to allow Health Sciences students in the Practical Nursing Program the opportunity to participate in clinical experience;
- new agreement between Bria of Cahokia and Southwestern Illinois College, District #522 to allow Health Sciences students in the Health Sciences students in the Practical Nursing Program the opportunity to participate in clinical experience;
- renewal agreement between Madison County Employment and Training Department and Southwestern Illinois College, District #522 to allow SWIC to continue to provide vocational education and training programs in partnership with the Workforce Innovation and Opportunity Act (WIOA) Program in Madison, Bond, Jersey and Calhoun Counties; and
- renewal agreement between Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) and Southwestern Illinois College, District #522 for SWIC to provide assistance to students eligible for the Gateways to Opportunity Scholarship Program funded by the Illinois Department of Human Services and the Illinois State Board of Education with the contract administered by INCCRRA.

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

#### **REVISED 2020-2021 ACADEMIC CALENDAR**

Chief Academic Officer Gina Segobiano presented a request to approve the revised 2020-2021 academic calendar. The first day of classes has been moved to begin one week earlier, August 17, 2020. The faculty will have the opportunity to finish the fall semester remotely, thereby not having students return to campus after Thanksgiving break. This will allow a longer break between Fall and Spring terms and will allow time for thorough cleaning of the facilities. The faculty union has reviewed and approved the revised calendar. The calendar for Spring and Summer semesters remains unchanged.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the revised 2020-2021 academic calendar as presented. The motion carried. (This item will appear on the consent agenda.)

#### **SPRING 2020 GRADUATES**

Dr. Segobiano presented the list of Spring Semester 2020 graduates and requested approval. There are 636 degrees that have been evaluated and will be awarded upon successful completion of any remaining requirements during the Spring 2020 term.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees approve the Spring Semester 2020 graduates as presented. The motion carried. (This item will appear on the consent agenda.)

#### **ICCB APPROVAL OF NEW CURRICULUM AND COURSES**

CAO Segobiano reported ICCB has approved the curriculum and courses for the Brewing Science & Operations degree and the Practical Nursing certificate. No action was required of the committee.

## **NEW COURSE FEES**

CAO Segobiano presented new course fees for the Practical Nursing program. These fees will be used for instructional materials and supplies and equipment.

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

## **STUDENT SERVICES UPDATE**

Executive Director of Enrollment Services and Institutional Planning Bob Tebbe provided the following report:

### **Student Services Update**

- Student service administrators transitioned to working on campus to provide in-person service for students in one convenient location out of the Varsity Gym. Students can schedule an appointment online to come in and receive assistance from Enrollment Services, Academic Advising, Financial Aid, Veteran Services, and Student Accounts. Socially distancing, wellness checks, and other precautions are taking place as
- All services still remain available via e-mail and phone. Admissions and Enrollment Services are triaging the vanity voicemail to the appropriate department.
- Training was provided to staff on how to utilize Microsoft Teams to better serve our students.
- Admissions is now offering Virtual Visit Workshops available on Wednesdays at 2:00 through Teams. Students are able to sign up online.
- A mass e-mail billing reminder was sent to students with outstanding summer bills.
- Enrollment Services is in the process of printing and mailing diplomas and certificates for Spring 2020 completers.

Executive Director Tebbe reported the “one-stop enrollment shop” set up in the Varsity Gym has been successful. The numbers of students served face-to-face each week are 25, 39, 140 and 51. Trustee Campo said he has heard good things about the process and inquired if it will be continued in the spring and moving forward. Mr. Tebbe stated the plan is to build off that process and take it to the ISB.

## **EXECUTIVE SESSION**

*Mr. Blomenkamp moved, seconded by Mr. Verdu, to move into Executive Session at 5:11 p.m. to discuss 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 5:31 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 all personnel matters on the agenda.

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

Consideration of the recommendation to accept the resignation of Nathan Dorsch, full-time Custodian at the Belleville Campus, effective May 21, 2020;

Consideration of the recommendation to accept the retirement notification of Michelle L. Boice (Birk), Dean of Student Services, effective close of business May 31, 2020;

Consideration of the recommendation to accept the retirement notification of Penny Watson, Reception Area Specialist in the Student Services Division, effective close of business June 25, 2020;

Consideration of the recommendation to accept the retirement notification of Gary Gruenert, Physical Plant Supervisor at the Sam Wolf Granite City Campus, effective close of business June 30, 2021;

Consideration of the recommendation to accept the retirement notification of Michael Liefer, full-time Building Services Worker at the Red Bud Campus, effective close of business August 31, 2020;

Consideration of the recommendation to appoint Donell Russell, Charles Bailey and Joe Gary to the part-time grant-funded SWICEE positions of ATS Driver at an hourly rate of \$12.79 based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule for up to 28 hours per week effective August 3, 2020 and subject to the continued receipt of external funding;

Consideration of the recommendation 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:

Math and Sciences

Wesley Schooley, Math Instructor

Technical Education

Dr. Robert Kaps, Aviation Management (start date 8/10/20)

Nicholas Weatherly, Industrial Technology (start date 8/10/20)

Consideration of the recommendation to hire part-time faculty for Remedial Studies - English as a Second Language (to include additional duties paid at the rate of \$25/hr) 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:

Adult Education

Natalie Casey (start date 8/03/20)

Consideration of the recommendation to hire a sufficient number of student workers to assist with staffing needs in the following departments for the 2020-2021 fiscal year funded by Federal Work Study funds:

Adult Education  
Arts and Humanities  
Business  
Health Sciences and Homeland Security  
Math and Sciences  
Technical Education

Consideration of the recommendation to assign Danielle Chambers to the role of COVID-19 Planning Coordinator effective July 1, 2020 with a \$1,500 monthly stipend;

Consideration of the recommendation to approve Federal Work Study, Regular Work Study Student Workers, and part-time personnel (PTNU) to assist with sanitation and COVID-19 efforts;

Consideration of the recommendation to appoint Mary Ruetters to the retitled and restructured full-time administrative position of Dean of Arts and Sciences at an annual salary of \$125,000, salary grade 9, effective fiscal year 2021 and subject to the provisions of the Personnel Procedures for Administrators;

Consideration of the recommendation to create and to advertise the full-time administrative position of Associate Dean of Arts and Sciences at salary grade 7 per the Administrator pay scale;

Consideration of the recommendation to create and to advertise up to three full-time administrative positions of Academic Advisor at salary grade 1 per the Administrator pay scale;

Consideration of the recommendation to create and to advertise the full-time administrative position of Assistant Athletic Director, Head Baseball Coach at salary grade 3 per the Administrator pay scale;

Consideration of the recommendation to create and to advertise the full-time administrative position of Athletic Facility & Safety Coordinator, Women's Soccer Coach at salary grade 2 per the Administrator pay scale;

Consideration of the recommendation to create and to advertise the part-time position of Head eSports Coach;

Consideration of the recommendation to approve the Interim Head Baseball Coach part-time coaching contract for FY21 effective July 16, 2020 at an annualized stipend of \$7,700 subject to proration to David Garcia;

Consideration of the authorization to advertise continuous vacancy openings to develop a pool of part-time faculty applicants in the Arts and Humanities Division with an expiration date of August 31, 2021;

Consideration of the authorization to advertise continuous vacancy openings to develop a pool of part-time faculty applicants in the Math and Sciences Division with an expiration date of August 31, 2021;

Consideration of the authorization to continuously advertise vacancy openings to develop a pool of PTNU applicants for the Belleville AmeriCorps Program with an expiration date of August 31, 2021;

Consideration of the authorization to advertise the full-time Custodian position at the Belleville Campus;

Consideration of the authorization to advertise the full-time Building Services Worker position at the Red Bud Campus;

Consideration of the authorization to advertise the part-time Custodian positions at the Sam Wolf Granite City Campus and the Belleville Campus;

Consideration of the recommendation to create and to advertise a full-time administrative position of College Inclusion Ambassador Coordinator at salary grade 2 per the Administrator pay scale;

Consideration of the recommendation to create and to advertise up to eight part-time College Inclusion Ambassadors;

Consideration of the recommendation to appoint Sonny Wilson as an interim administrator in the full-time administrative position of College Inclusion Ambassador Coordinator at an annual salary of \$45,000 effective July 16, 2020 and subject to the provisions of the Personnel Procedures for Administrators;

Consideration of the recommendation to approve the promotion of inclusion and diversity through awarding employees one "Imagine Day" per fiscal year in accordance with the Volunteer Time Off Program to recognize the Juneteenth holiday and to demonstrate the importance of respecting, supporting and extending understanding to one another through commitment to service;

Consideration of the recommendation to approve the FY2021 Voluntary Separation Incentive Program with provisions for a Special Retirement Incentive Plan, subject to final review, due to COVID-19 and associated budgetary implications;

Consideration of the recommendation to approve the FY2021 Voluntary Separation Incentive Program with provisions for a separation incentive for employees ineligible for retirement, subject to final review, due to COVID-19 and associated budgetary implications; and

Consideration of the recommendation to ratify the part-time and temporary faculty and staff actions for June 2020 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff.

Mr. Verdu moved, seconded by Mr. Blomenkamp, that the personnel matters presented under the omnibus vote requiring Board approval be recommended to the Board of Trustees. 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, August 10, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Blomenkamp moved, seconded by Mr. Verdu, to adjourn the meeting at 5:45 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees