

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**August 10, 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  
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

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 July 6, 2020 meeting and the Executive Session of July 6, 2020 as submitted. The motion carried.

**GRANTS AND AGREEMENTS**

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

- continuation of the ICCB Early School Leaver Transition Program grant in the amount of \$70,000 for the period July 1, 2020 through June 30, 2021 to allow SWIC to provide adult education and support services to high school dropouts between the ages of 16 and 24 who demonstrate the willingness to complete a secondary level of education; participate in school and work-based learning experiences related to career choices; and transition to postsecondary education and/or enter into and retain employment;
- renewal Secretary of State Literacy grant in the amount of \$36,074 for the period July 1, 2020 through June 30, 2021 to provide reading, writing, math and/or English language instruction to adults who lack basic academic skills;

- new ICCB Competency-Based Education grant in the amount of \$25,000 for the period July 1, 2020 through June 30, 2021 designed to create and support early childhood education competency-based education programs and projects in the community college system;
- amendment to Illinois Cooperative Work Study Program grant to extend the grant ending date from August 31, 2020 to December 31, 2020 to allow more time for students to participate in internships, clinical placements and cooperative programs during the COVID-19 pandemic;
- renewal Illinois Cooperative Work Study grant in the amount of \$17,812.50 for the period July 1, 2020 through August 31, 2021 to support student cooperative work study programs in higher education;
- renewal City of Belleville General and Community Assistance grant in the amount of \$37,000 for the period May 1, 2020 through April 30, 2021 to replace funding previously received from Belleville Township to support various PSOP programs and ATS;
- amendment to Caregiver Counseling grant in the amount of \$9,000 for the period October 1, 2019 through September 30, 2020 to support equipment and supply purchases;
- renewal Retired Senior Volunteer Program state grant in the amount of \$52,256 for the period July 1, 2020 through June 30, 2021 to engage persons 55 years of age and older in volunteer services;
- renewal Senior Service Coordination Program grant awarded from the St. Clair County Housing Authority in the amount of \$72,000 for the period July 1, 2019 through June 30, 2021 to help ensure elderly persons residing in subsidized housing will continue to obtain services to allow them to remain independent for as long as possible;
- continuation of Older Adult Services Counseling Program grant from the St. Clair County Mental Health 708 Board in the amount of \$82,445 for the period July 1, 2020 through June 30, 2021 to assist in providing individual counseling, group support and information/referral targeting seniors age 60 and older;
- continuation of Village of Shiloh grant in the amount of \$20,000 for the period July 1, 2020 through June 30, 2021 to support recreational and social activities at the Senior Center in the Village of Shiloh;
- renewal articulation agreement between Eastern Illinois University and Southwestern Illinois College, District #522 to allow students completing an Associate of Arts in Film the opportunity to transfer to EIU and be admitted at the junior level to pursue a Bachelor of Arts degree in Television & Video Production; and
- new LWIA #24 MOU between Mid America Workforce Investment Board and the Southwestern Illinois Worknet One-Stop Partners and Southwestern Illinois College, District #522 to provide vocational education and training programs in partnership with the Workforce Innovation and Opportunity Act (WIOA) Program.

The motion carried. (These items 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 staff continue to provide on campus in-person service for students in one convenient location out of the Varsity Gym. Students can schedule an appointment online or walk in and receive assistance from Enrollment Services, Academic Advising, Financial Aid, Veteran Services, and Student Accounts. Student Services are also available at the Sam Wolf Granite City Campus.
- Student Service phone line is being answered by staff opposed to students leaving a voicemail.
- Financial Aid Bookstore File was opened to allow students to purchase textbooks earlier to accommodate for shipping and early Fall start date.
- Fall mass e-mail billing reminder was sent to students for Fall semester bills due August 1<sup>st</sup>.
- Veteran Services Fall enrollment certifications were submitted to the A for processing.
- 21-22 Early FAFSA social media posts and marketing were submitted for the upcoming October 1<sup>st</sup> FAFSA filing reminder.

Trustee Campo inquired about the last semester COVID-19 dollars. Mr. Tebbe stated distribution is set up in three phases; and the first and second phases have been completed. He and CFO Roche are working on the third phase.

## **EXECUTIVE SESSION**

*Mr. Verdu moved, seconded by Mr. Blomenkamp, to move into Executive Session at 5:14 p.m. to discuss personnel matters (5 ILCS 120/2(c)(1)) and 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 5:42 p.m.*

## **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

There was no action taken as a result of Executive Session.

## **PERSONNEL MATTERS**

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

Consideration of the recommendation to appoint Arlando Ferrell and Rushique Cooper to the part-time grant-funded SWIC EE 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 September 1, 2020 and subject to the continued receipt of external funding; and

Consideration of the recommendation to appoint Shawndrea Stewart and Mrqkze Macon to the part-time grant-funded SWIC EE positions of ATS Reservationist at an hourly rate of \$10.79 for up to 28 hours per week effective September 1, 2020 and subject to the continued receipt of external funding.

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

Chief Human Resources and Operations Officer Moyer presented the following:

Consideration of the recommendation to appoint David Garcia to the full-time administrative position of Assistant Athletic Director, Head Baseball Coach effective August 20, 2020, grade 3, at an annual salary of \$57,500 and with employment subject to the Personnel Procedures for Administrators; and

Consideration of the recommendation to appoint Juergen Huettner to the full-time administrative position of Facility & Safety Coordinator, Women's Soccer Coach effective August 20, 2020, grade 2 at an annual salary of \$47,900 with employment subject to the Personnel Procedures for Administrators.

Trustee Blomenkamp questioned the salary range and grade for Juergen Huettner. Ms. Moyer stated the mid-point of salary grade 2 was \$49,900. Mr. Blomenkamp recommended the salary for Mr. Huettner be changed to the mid-point of \$49,900. There was agreement from the committee.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the appointments of David Garcia and Juergen Huettner to the positions as presented. The motion carried. (These items will appear on the consent agenda.)

Chief HR and Operations Officer Moyer presented the following appointment recommendations:

Consideration of the recommendation to appoint Deanna Blomenkamp to the full-time Practical Nursing/Nursing Assistant Instructor position with district-wide responsibilities effective August 24, 2020 at an annual base salary of \$46,599 in accordance with the FT Faculty Memorandum of Understanding; and

Consideration of the recommendation to appoint Antwonette Hillard to the part-time Practical Nursing/Nursing Assistant/Clinical Instructor position with district-wide responsibilities effective August 24, 2020 at a salary in accordance with the adjunct CBA.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the appointments of Deanna Blomenkamp and Antwonette Hillard to the positions as presented. Mr. Blomenkamp abstained from voting. The motion carried. (These items will appear on the consent agenda.)

Ms. Moyer presented the following recommendations

Consideration of the recommendation to assign Stanley Hatfield to the role of Interim Co-Associate Dean of Arts and Sciences effective for the Fall 2020 term with a \$1,500 monthly stipend; and

Consideration of the recommendation to assign Andrew Wheeler to the role of Interim Co-Associate Dean of Arts and Sciences effective for the Fall 2020 term with a \$1,500 monthly stipend.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees appoint Stanley Hatfield and Andrew Wheeler to the role of Interim Co-Associate Dean of Arts and Sciences effective for the Fall 2020 term with a \$1,500 monthly stipend each. The motion carried. (These items will appear on the consent agenda.)

Ms. Moyer presented a request to approve the following authorizations 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:

Health Sciences and Homeland Security

Janice Wall, Nursing Education

Technical Education

Justin Simons, Aviation Maintenance Technology (9/4/20)

Ratification of the hire of Part-time Faculty for the Fall 2020 semester under emergency hire conditions and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Arts and Humanities

Samara Chappel, Sociology

Math and Sciences

Tricia Altmansberger, Biology

Beth Long, Biology

Rachel Sullivan, Biology

Technical Education and Workforce Development

Carolin Brewer, CISCO Networking (8/10/20)

Alan Poettker, CISCO Networking (8/10/20)

Paul Quirin, Electrical Instructor (8/10/20)

Corey Santfleben, Brewing Operations (8/10/20)

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

Chief Human Resources and Operations Officer Moyer presented the FY21 part-time coaching contracts and requested approval of the following:

Larry Petri	
Men's Soccer, Head Coach	\$10,990
Adam Sanchez	
Men's Soccer, Assistant Coach	\$ 3,932

Jay Harrington Men's Basketball, Head Coach	\$12,360
Norm Toenjes Men's Basketball, Assistant Coach	\$ 4,204
Baseball, Assistant Coach	\$ 3,600
Lindsay Eversmeyer Women's Soccer, Assistant Coach	\$ 3,600
Demetrius Zambrenca Women's Basketball, Head Coach	\$ 7,700
Women's Basketball, Assistant Coach	\$ 3,600
Jeff Juenger Softball, Assistant Coach	\$ 3,400
Warren Thomas Volleyball, Head Coach	\$ 8,241
Chelsi Hummert Volleyball, Assistant Coach	\$ 3,600
Jaki Wright Cheerleading	\$ 4,400

Mr. Verdu moved, seconded by Mr. Blomenkamp to recommend the Board of Trustees approve the FY21 part-time coaching contracts as presented. The motion carried. (These items will appear on the consent agenda.)

Ms. Moyer presented a request to amend the FY2021 Voluntary Separation Incentive Program, specifically to remove "(x) externally-funded employees" from the list of ineligible participants. All other provisions of the Voluntary Separation Incentive Plan remain.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees amend the FY2021 Voluntary Separation Incentive Program as presented. The motion carried. (This item will appear on the consent agenda.)

Ms. Moyer presented a request to advertise for the part-time SWIC EE position of Special Projects Coordinator at an hourly rate of \$23.31 for up to 28 hours per week. This position will be housed at the East St. Louis Higher Education Center. The position became available due to the resignation of the incumbent employee.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to approve advertising the position of Special Projects Coordinator as presented. The motion carried.

Ms. Moyer presented a request to ratify the part-time and temporary faculty and staff actions for July 2020 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff. There were two newly-hired individuals; two persons of interest; and five SWIC EE terminations.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees ratify the part-time and temporary faculty and staff actions for July 2020 as presented. The motion carried. (This item will appear on the consent agenda.)

**OTHER COMMITTEE RELATED BUSINESS**

Chief Academic Officer Gina Segobiano provided a document to the trustees that listed safety measures and actions the college has taken to protect our faculty and staff during the COVID-19 pandemic. She added we are very concerned about our faculty, students and staff and are trying to do everything safely for them. Dr. Segobiano thanked IT Executive Director Linda Andres and her staff for responding to all the requests for IT needs and providing training sessions for faculty.

**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