

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**September 14, 2020**  
**5:00 p.m.**

Committee members present: Robert G. Morton, Chairman  
John Blomenkamp

Committee member absent: Eugene Verdu

Trustees present: Steve Campo  
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

**CALL TO ORDER**

Chairman Morton called the meeting to order at 5:10 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the August 10, 2020 meeting and the Executive Session of August 10, 2020 as submitted. The motion carried.

**GRANTS AND AGREEMENTS**

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

- continuation/ratification of the Career and Technical Education - Perkins Postsecondary grant in the amount of \$1,078,130 for the period July 1, 2020 through June 30, 2021 to continuously improve programs to facilitate the academic achievement of career and technical education students; and
- continuation of Workforce Innovation and Opportunity Act (WIOA) - Out of School Youth Programs grant in the amount of \$157,400 for the period July 1, 2020 through June 30, 2021 to provide support and educational services to individuals between the ages of 16 and 24 living in St. Clair and Randolph counties who are not attending school and would like to complete their secondary level of education and participate in work-site learning experiences.

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

### **AGREEMENTS**

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

- renewal English Pathway Program Participation agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 for the period August 1, 2020 for students to be able to obtain a bachelor degree by attending SWIC and then attending SIUE upon completion of the curricula requirements agreed upon by both parties;
- renewal Philosophy Pathway Program Participation agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 for the period August 1, 2020 for students to be able to obtain a bachelor degree by attending SWIC and then attending SIUE upon completion of the curricula requirements agreed upon by both parties;
- renewal Art Studio Pathway Program Participation agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 for the period August 1, 2020 for students to be able to obtain a bachelor degree by attending SWIC and then attending SIUE upon completion of the curricula requirements agreed upon by both parties;
- renewal Geography Pathway Program Participation agreement between Southern Illinois University Edwardsville (SIUE) and Southwestern Illinois College, District #522 for the period August 1, 2020 for students to be able to obtain a bachelor degree by attending SWIC and then attending SIUE upon completion of the curricula requirements agreed upon by both parties;
- new Transitional Math Partnership agreement (part of the Postsecondary & Workforce Readiness Act) between Freeburg Community High School, District #77 and Southwestern Illinois College, District #522 to enable high school seniors who successfully complete the Transitional Math course at Freeburg High School be deemed “math college ready” by SWIC and eligible to take certain Math classes at SWIC without further placement requirements;
- renewal of template of the Running Start Homeschool agreement for the 2021-2022 academic year between Running Start for Homeschooled Students and Southwestern Illinois College, District #522 to provide the framework for the Running Start Program;
- renewal of template of the Running Start Intergovernmental Cooperative agreement for the 2021-2022 academic year between Running Start for High School Students and Southwestern Illinois College, District #522 to provide the framework for the Running Start Program;
- renewal of template of the Dual Credit Partnership agreement for the 2020-2021 academic year with Southwestern Illinois College, District #522 to provide the framework for the Dual Credit Program in compliance with the Dual Credit Quality Act; and
- renewal of agreement (3<sup>rd</sup> party agreement) between State of Illinois Upward Mobility Program (UMP) and Southwestern Illinois College, District #522 to allow State of Illinois employees who present a completed and signed Upward Mobility Program Participation Verification Agreement

and who enroll in courses identified on the form the assurance SWIC will bill tuition and fees to UMP and to the student in accordance with the amounts and formula on the form.

Trustee Campo questioned the number of dual credit students St. Louis University is taking away from SWIC. Dr. Segobiano stated SWIC is aware of the issue and is trying to correct it.

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

### **2020 SUMMER SEMESTER GRADUATES**

Chief Academic Officer Gina Segobiano presented the list of 2020 Summer semester graduates for approval. There are 147 degrees that have been evaluated and will be awarded upon successful completion of any remaining requirements during the Summer 2020 term.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the tentative list of graduates for the 2020 Summer semester. The motion carried. (This item will appear on the consent agenda.)

### **NEW COURSE FEES**

CAO Segobiano presented a request to approve new course fees. The course fees will be used for instructional materials and supplies and equipment for new courses are ENG 94; ENG 97; and AVIA 226.

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

### **GIFT TO THE COLLEGE**

Chief Administrative Services Officer Bernie Ysursa reported a gift of a 1963 Chevrolet/Howe Fire Engine Red to the Fire Science program.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the gift to the college. 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 staff provided a successful one-stop shop in the Varsity Gym with minimal wait times and peak student traffic. We received positive feedback from the students regarding convenience and service provided.
- Enrollment Services, Academic Advising, Financial Aid and Veteran Services, and Student Accounts will transition back to ISB offices effective Tuesday, September 8.
- Social media presence was increased to promote enrollment opportunities.
- Admissions staff passed out SWIC promotional items at the free COVID testing held on campus.
- A mass e-mail was sent out with Top 10 Financial Aid Topics to all enrolled students with a FAFSA on file to answer frequently asked questions prior to the start of the semester.

- Financial Aid is collaborating with Admissions to host a virtual event with high school counselors to assist with the mandate for FAFSA completion for 21-22.

### **ICCB COURSE APPROVALS**

CAO Segobiano reported the following items have been approved by ICCB. No action was required of the committee.

- New Courses
  - AVIA 226, Advanced UAS Prof Pilot Cert (08.01.20)
  - CAN 101, Cannabis Industry and Law (01.01.21)
  - CAN 102, Medical Cannabis Use/Research (01.01.21)
  - ENG 94, Integrated Reading and Writing (01.01.21)
  - ENG 97, College Writing Strategies (01.01.21)
- Course Withdrawals
  - ED 257, Education TAP Test Prep (08.01.20)
  - PHIL 171, Aesthetics (08.01.20)
- Change in Credit Hours
  - OCCUP 025C, Practical Nursing (01.02.21)
  - PN 101, Fundamentals of Nursing II (01.02.21)

### **APPOINTMENT**

Chief Administrative Services Officer Ysursa presented the request to appoint Kim Rose to the SWIC EE part-time grant-funded position of ATS Driver effective October 1, 2020 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 and the continued receipt of external funding. The appointment is contingent upon clear background, clear MVR, DOT physical, and DOT drug test and the continued receipt of external funding.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Kim Rose to the SWIC EE part-time grant-funded position of ATS Driver effective October 1, 2020 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 and the continued receipt of external funding. The motion carried. (This item will appear on the consent agenda.)

### **AUTHORIZATIONS TO HIRE**

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

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:

#### Arts and Sciences

Kara Bordeaux, Psychology

Cheryl Hennig, Psychology

#### Business, Health Sciences and Homeland Security

Stephanie Mills, Fire Science

Jacob Parmentier, Respiratory Care

Technical Education

Dean Gergen, Industrial Technology

Justin O'Malley, Heating, Ventilation, Air Conditioning and Refrigeration

Cynthia Parker, Culinary Arts

ratify 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 Sciences

Jennifer Lavoie, English Instructor (08.19.20)

Ruth Mueller, English Instructor (08.10.20)

Shelbi Simmons, English/Reading Instructor 08.25.20)

Business, Health Sciences and Homeland Security

Misty Dickey, Nursing Education (09.01.20)

Joseph Gain, Radiologic Technology (08.17.20)

Technical Education and Workforce Development

Matt Knake, Foundry Instructor (08.17.20)

hire one full-time member in the Belleville AmeriCorps program for the 2020-2021 program year:

Cady Chirchirillo, FT Tutor, New Member

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

**PHYSICAL PLANT STAFFING**

Chief Human Resources and Operations Officer Moyer presented a request to approve Physical Plant staffing and associated requests to create and/or advertise program related positions. Several concerns have surfaced around the Physical Plant department including staffing shortages, degrading campus appearance, lack of supervision and overall technical skill level with the department.

Trustee Campo requested an organization chart be provided for the Board of Trustees meeting of what the department will look like, the number of employees, etc.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve Physical Plant staffing and associated requests to create and/or advertise program related positions. The motion carried. (This item will appear on the consent agenda.)

**CHANGE IN EMPLOYEE START DATE**

Mr. Ysursa presented a request to change hire date for part-time ATS Driver Donell Russell from September 1, 2020 to October 1, 2020.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees change hire date for part-time ATS Driver Donell Russell from September 1, 2020 to October 1, 2020 as requested. The motion carried. (This item will appear on the consent agenda.)

**FY21 PART-TIME COACHING CONTRACTS**

Chief Administrative Services Officer Ysursa requested consideration to initiate coaching contracts for the 2020-2021 academic year for the following:

Demetrius Zambrenca E-sports, Head Coach	\$ 6,000
Adam Donachie Baseball, Assistant Coach	\$ 3,600

Mr. Blomenkamp moved, seconded by Mr. Morton, 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.)

**REQUEST TO CREATE AND TO ADVERTISE**

Ms. Moyer presented a request to create and to advertise a continuous job vacancy for Fire Suppression Practicum Instructor from September 17, 2020 to August 31, 2021 to develop a pool of potential hires for this part-time position. The position is fully funded in the FY 2021 budget. Salary is determined based on educational attainment and number of credit hours assigned.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the creation and advertisement of a continuous job vacancy for a Fire Suppression Practicum Instructor from September 17, 2020 to August 31, 2021 to develop a pool of potential hires for this part-time position. The motion carried. (This item will appear on the consent agenda.)

**REQUESTS TO CONTINUOUSLY ADVERTISE**

Chief HR and Operations Officer Moyer presented requests to continuously advertise the following positions:

Part-time grant-funded SWIC EE positions of ATS Reservationist. Turnover of ATS Reservationists is ongoing. Having the ability to continuously advertise the position will allow St. Clair County Transit District/ATS flexibility and help expedite the hiring process.

Part-time grant-funded SWIC EE positions of ATS Driver. Having the ability to continuously advertise the position will allow St. Clair County Transit District/ATS to fill a vacant position in a timely manner providing a more productive driving fleet.

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

**REQUEST TO ADVERTISE**

Ms. Moyer presented a request to advertise the part-time non-union position of Lab Technician, HVAC at an hourly rate of \$16.58 for up to eight hours per week. The hire is needed for the Fall 2020 semester.

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

**MONTHLY NOTIFICATION OF PART-TIME PERSONNEL FOR AUGUST 2020**

Ms. Moyer presented a request to ratify the part-time and temporary faculty and staff actions for August 2020 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff. There were 18 newly-hired individuals; seven persons of interest; and two terminations.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the part-time and temporary faculty and staff actions for August 2020 as presented. 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, October 12, 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 5:30 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees