

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**October 12, 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  
Sara Soehlke (remote)

Administrators present: Nick J. Mance  
Linda Andres  
Anna Moyer  
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 5:03 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Verdu moved, seconded by Mr. Morton, to approve the minutes of the September 14, 2020 meeting as submitted. The motion carried.

**GRANTS**

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

- new Madison County Community Services Block Development grant in the amount of \$30,000 for the period March 16, 2020 through September 30, 2022 to allow SWIC to expand its third-party payee services to an additional 20 eligible resident of Madison County;
- new Alzheimer's Education Stress Busting for Caregivers grant from AgeSmart Community Resources in the amount of \$2,250 for the period October 1, 2020 through September 30, 2021 to provide supplemental funds to offer a six week Alzheimer's education program;
- renewal Caregiver Counseling grant from AgeSmart Community Resources in the amount of \$36,000 for the period October 1, 2020 through September 30, 2021 to assist in providing

individual counseling, group support and information/referral, targeting caregivers of seniors age 60 and older;

- new/ratification of Governor's Emergency Education Relief Fund grant funded by the Department of Education and passed through the Illinois Community College Board in the amount of \$951,405 for the period July 1, 2020 through June 30, 2021 to help mitigate the barriers due to COVID-19 for underrepresented, first generation, low income students; and
- renewal St. Clair County Community Action Agency Community Services Block grant in the amount of \$10,000 for the period January 1, 2020 through December 31, 2020 to be used for a Transportation Assistance Program to eligible seniors/disabled riders who reside in St. Clair County.

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

### **AGREEMENTS**

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

- new facility agreement between Abraham Lincoln Elementary and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- renewal facility agreement between AgeSmart Community Resources and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- renewal facility agreement between Cambridge House of Swansea and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- renewal agreement between Chamberlain University and Southwestern Illinois College, District #522 to provide nursing students completing a Master of Science in Nursing or Doctor of Nursing Practice to participate in supervised practical learning and clinical experiences as a component of their educational program at Chamberlain;
- renewal facility agreement between Giggles and Grins, Inc., and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- new articulation agreement between National Louis University and Southwestern Illinois College, District #522 designed to coordinate transfer policies, enhance advising and promote the acceptance of the transfer of associate degrees from SWIC to National Louis University; this agreement covers SWIC's Early Childhood Education AAS program with the option to add more programs at a later date at the discretion of both institutions;

- new agreement between Randolph County Care Center and Southwestern Illinois College, District #522 to allow Health Sciences students in the Nurse Assistant program the opportunity to participate in clinical experience;
- new facility agreement between Ready, Set, Grow and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal facility agreement between Smart Start Learning Center, Inc., and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- new transitional math partnership agreement between Columbia Community Unit School District No. 4 High School and Southwestern Illinois College, District #522 to allow seniors successfully completing the Transitional Math course at Columbia Community Unit School District No. 4 High School eligible to take Math 107, Math 111 or Math 112 at SWIC without further placement requirements; and
- renewal of the MOU between Belleville AmeriCorps' Local Partners and Southwestern Illinois College, District #522 summarizing each party's responsibilities and costs to the sites for this program year to support neighborhood and school efforts to strengthen communities.

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

### **NEW COURSE FEES**

CAO Segobiano presented the proposed change in course fees. The increase in course fees for Math and Communications classes is due to adopting the First Day Program. The decrease in course fees for Math and Business classes is due to the new course fee structure which maintains a fee for printing, software, e-text and online homework system. The fee change will save students between 3% and 64% of the cost.

Trustee Campo stated it looks like we are gouging our students. He wanted reassurance that if a student has to drop a math class he would not be again charged the course fee when he re-enrolled. Dr. Segobiano said the student would not be and replied a fee is assessed ten days in. After that 10<sup>th</sup> day it is not prorated.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve course fee changes. 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**

- Enrollment Services, Academic Advising, Financial Aid and Veteran Services, and Student Accounts transitioned back to ISB while continuing to enforce social distancing, monitor COVID screenings, and sanitize to provide a safe space for students.

- Eligible students were notified of the CARES (Coronavirus Aid, Relief, and Economic Security) Act funding application available for students to apply for Federal funds to assist with COVID related expenses. Students are eligible for a maximum of \$1000.
- A mass billing e-mail reminder was sent to students on September 8<sup>th</sup> and Fall financial aid refunds were processed and mailed out to students on September 25<sup>th</sup>.
- Student Accounts contacted students and worked with them to allow them to conveniently use their refund checks to apply towards a past due bill.
- Financial Aid and High School Partnership staff hosted a virtual event with district high school counselors to assist with the mandate for 2021-2022 FAFSA completion requirement for all graduating high school seniors and provide general enrollment information.
- A mass e-mail was sent to all students to remind them of the 21-22 FAFSA opening date of October 1<sup>st</sup>. Priority completion deadline is December 1<sup>st</sup> and virtual appointments are being offered to assist students with FAFSA completion.
- Student Services are making courtesy phone calls to students to notify them of upcoming enrollment for Spring 2021.
- Students have the ability to place courses in the Shopping Carts starting October 1<sup>st</sup>. Priority enrollment opens October 22<sup>nd</sup> and Open Enrollment opens October 26<sup>th</sup>.
- The FERPA website has been updated to provide more guidance on the Solomon Amendment. The Solomon Amendment requires educational institutions to disclose student information in its possession, but does not actively require institutions to collect student information. Information in possession can be released for military recruitment.
- Academic Advising participated in virtual training opportunities to get updated on transfer requirements for 4 year institutions.

### **EXECUTIVE SESSION**

*Mr. Morton moved, seconded by Mr. Verdu, to move into Executive Session at 5:19 p.m. for the purpose of discussing collection bargaining (5 ILCS 120/2(c)(2). Upon a roll call vote those trustees voting aye were Mr. Verdu and Mr. Morton. Nays: none. Absent: Mr. Blomenkamp. PASSED*

*There was consensus to return to regular session at 5:36 p.m.*

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

There were no actions taken as a result of Executive Session.

### **APPOINTMENTS**

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

James Manker to the full-time administrative position of Systems Analyst Programmer at an annual salary of \$61,000 effective November 2, 2020 and subject to the Personnel Procedures for Administrators; and

Ray Burnett to the full-time administrative position of Web Site Designer Programmer at an annual salary of \$69,000 effective November 2, 2020 and subject to the Personnel Procedures for Administrators.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint James Manker and Ray Burnett to the full-time administrative positions of Systems Analyst Programmer and Web Site Designer Programmer respectively as presented. The motion carried. (These items will appear on the consent agenda.)

### **AUTHORIZATIONS TO HIRE**

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

Janet Wolf to the part-time grant-funded SWIC EE position of Special Project Coordinator: Vocational Programs effective November 2, 2020 at an hourly rate of \$23.31 for up to 28 hours per week in accordance with the current SWIC Educational Employees IFT-AFT Local 6600 salary schedule and the continued receipt of external funding;

Edward White to the part-time grant-funded SWIC EE position of Special Project Coordinator: HSE effective November 2, 2020 at an hourly rate of \$23.31 for up to 28 hours per week in accordance with the current SWIC Educational Employees IFT-AFT Local 6600 salary schedule and the continued receipt of external funding;

part-time faculty for the Spring 2021 semester at a salary based on education 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:

Mikayla Kitchen, History  
Jonathan Parker, Political Science  
Shannon Mason, History

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:

Andrea Franklin, Sociology (10.10.20)  
Jackie Popino, Aviation Pilot Training (09.14.20)

Mr. Verdu 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.)

### **REQUESTS TO ADVERTISE CONTINUOUS VACANCY OPENINGS**

Chief HR and Operations Officer Moyer presented requests to advertise continuous vacancy openings in the Arts and Sciences Division until August 31, 2021:

Agriculture, Astronomy, Film, French, Human Services, Journalism, Music, Psychology and Spanish

Mr. Verdu moved, seconded by Mr. Morton, to authorize administration to advertise continuous vacancy openings in the Arts and Science positions as presented. The motion carried.

### **REQUESTS TO ADVERTISE**

Ms. Moyer presented the following requests to advertise:

Part-time grant-funded SWIC EE Position: ATS Dispatcher  
Full-time Administrative Position: Network Operations Center Manager  
Full-time SWIC EE Position: Administrative Secretary for the Business, Health Sciences and Homeland Security Division  
Full-time Faculty: Art Instructor  
Full-time Faculty: Biology  
Full-time Faculty: Chemistry  
Full-time Faculty: Economics, Nursing, Sign Language Studies

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

**INDEMNIFICATION AGREEMENT**

Chief Administrative Services Officer Bernie Ysursa presented a request to approve Indemnification Agreement between the Village of St. Jacob, Illinois and Southwestern Illinois College, District #522 to allow outside employment for full-time Commissioned Public Safety Officer Brendan Wright. Officer Wright will be a part-time officer in St. Jacob. The required indemnification provides certain releases from liability.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the Indemnification Agreement as presented. The motion carried. (This item will appear on the consent agenda.)

**VOLUNTARY SEPARATION INCENTIVE PROGRAM SUPPLEMENTAL LIST**

Chief Human Resources and Operations Officer Moyer presented a request to approve the additional FY2021 Voluntary Separation Incentive Program participants' separation and associated payment (\$137,972.56) per Exhibit A in accordance with the terms of the program.

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the additional FY2021 Voluntary Separation Incentive Program participants' separation and associated payment as presented. The motion carried. (This item will appear on the consent agenda.)

**BENEFIT RENEWAL RECOMMENDATION FOR 2021 PLAN YEAR**

Mr. Moyer presented the following benefit renewal recommendations for the 2021 plan year:

Renew medical insurance plan administered by BlueCross BlueShield of Illinois for the period January 1, 2021 through December 31, 2021;

Renew dental insurance plan administered by BlueCross BlueShield of Illinois for the period January 1, 2021 through December 31, 2021;

Renew voluntary vision insurance plan administered by UniCare/UniView Vision for the period January 1, 2021 through December 31, 2021;

Renew basic and voluntary life and accidental death & dismemberment and long-term disability plans administered by Cigna for the period January 1, 2021 through December 31, 2021;

Renew agreement with Benefit Resource Inc. (BRI) for administration of the FSA, HSA and COBRA; and

Offer additional value-added benefits, to include an Employee Discount Program (PerkSpot), Pet Insurance (Nationwide) and Auto & Home Insurance (MetLife), to all employee groups through voluntary enrollment as a way to broaden SWIC's value-added benefits offerings to all employee groups (includes dual credit and part-time employees).

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the benefit renewal recommendations for 2021 as presented by Chief Human Resources and Operations Officer Moyer. The motion carried. (These items will appear on the consent agenda.)

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

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

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the part-time and temporary faculty and staff actions for September 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, November 9, 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 5:50 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees