

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
November 9, 2020
5:00 p.m.

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

Trustees present: Steve Campo
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 5:00 p.m. and announced a quorum.

GRANTS AND AGREEMENTS

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

- renewal Adult Education and Literacy grant in the amount of \$1,203,385 for the period July 1, 2020 through June 30, 2021 to provide adult education and family literacy services;
- new Coronavirus Relief Fund (CURES) grant in the amount of \$17,280 for the period July 1, 2020 through December 31, 2020 to provide funding for technology to convert face-to-face instruction to an online, distance education or remote learning format;
- renewal St. Clement Foundation grant for PSOP Senior Companion Program in the amount of \$1,500 for the period July 1, 2020 through June 30, 2021 to provide funding for program volunteers in support of their travel to and from their clients' homes;
- renewal St. Clement Foundation grant for PSOP Foster Grandparent Program in the amount of \$1,000 for the period July 1, 2020 through June 30, 2021 to provide funding for program volunteers while traveling to and from volunteer sites, in-service meetings and recognition programs during fiscal year 20-21;

- new Workforce Equity Initiative grant in the amount of \$119,000 for the period July 1, 2020 through December 31, 2020 to be used for technology related to the conversion of face-to-face instruction to an online, remote learning format;
- new agreement between Randolph Hospital District, dba Memorial Hospital, Chester, IL and Southwestern Illinois College, District #522 to allow Health Sciences students in the Nursing Education Program the opportunity to participate in clinical experience; and
- new agreement between SSM Health Care Corporation and Southwestern Illinois College, District #522 to allow Health Sciences students the opportunity to participate in clinical experience.

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

COURSE FEE ADJUSTMENTS

CAO Segobiano presented the proposed changes in Nursing Education course fees effective June 1, 2021. The majority of the fees have not been adjusted since 2000. With updates in technology over the last 20 years, general increases in costs of supplies and the need for more PPE, expenses have risen sharply. The high-fidelity simulator, supplies and maintenance agreements are a major factor in these increased expenses and provide our students some of the best preparatory work for nursing.

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

ICCB APPROVALS

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

- MATH 91, Statistics Foundations, new course
- MATH 92, College Algebra Foundations, new course
- MATH 95, Mathematical Literacy, new course
- CIS 297, CIS Internship, title change
- OCCUP 0010, Computer Information Systems, 69 credits to 62 credits
- OCCUP 010D, Software Development, title change and credit hours (24 to 30)
- OCCUP 011D, Web Development, change in title and curriculum
- OCCUP 011E, Web Design Certificate, change in credit hours (30 to 24)
- OCCUP 074A, Graphics Design Certificate, change in credit hours (23 to 21)

STUDENT SERVICES UPDATE

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

- High School Partnership and Recruitment held a Parent 101 session for high school parents to provide general knowledge on the college process. Parents had the option of signing up to attend in person or participate remotely via Teams.
- The application was submitted for an ICCB transition grant which would allow students financial assistance for the Orientation 101 course. The Workforce Equity Initiative grant application was also submitted for a second year.

- College Knowledge sessions and tours were provided for academic advisors to become more familiar with different departments on campus.
- The Success Center is contacting students weekly who withdrew from Math 107, 111, and 112 to encourage students to complete the ALEX prep course which helps prepare students for college level math.
- Academic Advisors and the College Inclusion Ambassador set up enrollment promotional tables throughout the month of October at all campus locations.
- Student Services staff completed the enrollment outreach phone calls as well as a mass e-mail to notify students of the enrollment dates for Spring 2021. Priority enrollment opened up October 22nd and Open Enrollment opened October 26th.
- Student Services participated in the SWIC-O-Ween festivities with an Enrollment Spectacular event highlighting the steps to Enrollment each day.
- During the first week of Open Enrollment, Student Services staff participated in Spirit Week to bring awareness to open enrollment.
- Financial Aid and Veteran Services Staff completed the Veteran Annual Training Requirement via webinar.
- The Department of Education announced our official default rate for 2017, which is down more from previous years.

Fiscal Year	Official CDR
FY 2014	24.0%
FY 2015	23.1%
FY 2016	21.7%
FY 2017	20.5%

RETIREMENT NOTIFICATION

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees accept the retirement notification of Deborah Bruyette, Literacy Coordinator in SWIC’s Adult Education Department, effective close of business December 31, 2020. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

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

Nicole Johnson to the part-time grant-funded SWIC EE position of ATS Reservationist effective December 1, 2020 at an hourly rate of \$10.79 for up to 28 hours per week.

Mr. Verdu moved, seconded by Mr. Blomenkamp, to recommend the Board of Trustees appoint Nicole Johnson to the part-time grant-funded SWIC EE position of ATS Reservationist effective December 1, 2020 at an hourly rate of \$10.79 for up to 28 hours per week. The motion carried. (This item will appear on the consent agenda.)

Chief HR and Operations Officer Moyer presented the following recommendations for the three positions of Academic Advisor effective January 4, 2020 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators:

Emilie Blomenkamp
Madison Tromp
Tradale Hayes

Mr. Verdu moved, seconded by Mr. Morton, to recommend the Board of Trustees appoint Emilie Blomenkamp, Madison Tromp, and Tradale Hayes to the three administrative positions of Academic Advisor as presented. Mr. Blomenkamp abstained. The motion carried.

The committee agreed to an omnibus vote for the remaining appointments.

Chief Human Resources and Operations Officer Moyer presented the following appointment recommendations and full-time Interim and Retitled and Restructured administrative appointment recommendations:

Susan Leahy to the full-time administrative position of Director of Finance effective December 1, 2020 at an annual salary of \$91,000 at salary grade 7 and subject to the Personnel Procedures for Administrators;

Christopher Helmholt to the full-time administrative position of Supervisor, Physical Plant, effective December 1, 2020 at an annual salary of \$71,000 at salary grade 4 and subject to the Personnel Procedures for Administrators;

Lalonhi Kaonohi to the full-time administrative position of Supervisor, Physical Plant, effective December 16, 2020 at an annual salary of \$67,000 at salary grade 4 and subject to the Personnel Procedures for Administrators;

Michael Mance to the full-time administrative position of Manager of Work Control for Physical Plant effective December 1, 2020 at an annual salary of \$71,000 at salary grade 5 and subject to the provisions of the Personnel Procedures for Administrators;

Chris Melvin to the full-time administrative position of Interim Director of Financial Aid and Student Services effective December 1, 2020 at an annual salary of \$75,000 at salary grade 6 and subject to the provisions of the Personnel Procedures for Administrators;

Annjane Jones to the full-time administrative position of Interim Associate Director of Student Services effective December 1, 2020 at an annual salary of \$65,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators;

Danielle Chambers to the full-time administrative position of Interim Chief Student Services Officer effective December 1, 2020 at an annual salary of \$105,000 at salary grade 10 and subject to the provisions of the Personnel Procedures for Administrators;

James Grinnell to the full-time administrative position of Interim Manager of Auxiliary Services and Inventory Control effective December 1, 2020 at an annual salary of \$71,000 at salary grade 5 and subject to the provisions of the Personnel Procedures for Administrators;

Katharine Jennings to the Retitled and Restructured position of Director of IT Functional Support effective December 1, 2020 at an annual salary of \$99,500 at salary grade 8 and subject to the provisions of the Personnel Procedures for Administrators;

Cindy Shanks to the Retitled and Restructured position of Director of IT Equipment and Licensing effective December 1, 2020 at an annual salary of \$73,000 at salary grade 5 and subject to the provisions of the Personnel Procedures for Administrators;

Debra Carrico to the Retitled and Restructured position of Senior Functional Analyst (Student Services) effective December 1, 2020 at an annual salary of \$67,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators;

Jamie Schrader to the Retitled and Restructured position of Accountant II, Foundation, effective December 1, 2020 at the same annual salary and subject to the provisions of the Personnel Procedures for Administrators; and

Nicole Snedigar to the Retitled and Restructures position of Assistant Director of Human Resources, ATS, effective December 1, 2020 at the same annual salary and subject to the provisions of the Personnel Procedures for Administrators.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint the above-named individuals to the above-named respective administrative positions 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:

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:

Arts and Sciences (start date of 1-4-21)

Dr. Theresa Arnold, Early Childhood Education

Joseph Elmore, History

Dr. David Forrest, Political Science

Dr. Cynthia Higgins, Education

Dr. Mark Spaid, History

Kat Spears, History

Dr. Vanessa Vandergraaf, Education

Business, Health Sciences and Homeland Security

Anna Dow, Practical Nursing

Jerald Jenkins, Business Transfer

Mr. Verdu moved, seconded by Mr. Blomenkamp, 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 CREATE AND/OR ADVERTISE POSITIONS AS A RESULT OF REORGANIZATION TO INCLUDE VACANCIES RESULTING FROM THE VOLUNTARY SEPARATION INCENTIVE PROGRAM

Chief HR and Operations Officer Moyer presented the following recommendations to create and/or advertise positions as a result of reorganization to include vacancies resulting from the Voluntary Separation Incentive Program:

Dean of Health Sciences and Homeland Security (existing position)
Director of Financial Aid/Student Services (existing position)
Associate Director, Student Services (existing position retitled)
Associate Dean, Arts/Science and Business (new position)
Chief Student Services Officer (existing position retitled)
Director of Compensation (existing position)
Red Bud Campus, Site Manager (new)
Sam Wolf Granite City Campus, Site Manager (new)
Director of Talent Development (new)
Director of Human Resources (existing position retitled)
HR Generalist (existing position/existing position retitled)
Manager of Auxiliary Services and Inventory Control (new)
Instructional Technology Manager (new position)
Director of Network Services (existing position)
Technical Services Coordinator (existing position)
Director of IT Development (new position)
Functional Analyst, Instructional Support Services (new position)
Accountant II (Grants/Payroll/backfill) (existing positions retitled)
Social Media Specialist (new position)
Coordinator of Academic Programs (existing position retitled)
Executive Assistant, President's Office (existing position)

Mr. Verdu moved, seconded by Mr. Blomenkamp, to authorize administration to create and/or advertise the positions as presented. The motion carried. (These items will appear on the consent agenda.)

REQUESTS TO ADVERTISE

Ms. Moyer presented the following requests to advertise:

Part-time grant-funded SWIC EE Position: Special Projects Coordinator
Full-time grant-funded Administrative Position: Literacy Coordinator

The request to advertise two part-time SWIC EE positions of Greenhouse Technician at the Belleville Campus was pulled from the agenda.

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

POSITION CLASSIFICATION REVIEW

Chief Human Resources and Operations Officer Moyer presented a recommendation to assign SSS-046 to Grade 5 and adjust the salary of Bargaining Unit member Shawn Vratney to \$36,437.01 as defined in Article 15.D, page 42 of the SWIC EE CBA, effective fiscal year 2021. A position reclassification review meeting was held as defined in Article 15C of the 2014-2019 CBA between Community College District #522 and SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO to formally review the job description for the Secretary Liberal Arts. The Classification Review Committee awarded the job description 77 points, which per the SWIC EE point scale is a Grade 5.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the position reclassification of SWIC EE SSS-046 as presented. The motion carried. (This item will appear on the consent agenda.)

SURS RETURN TO WORK

Chief Human Resources and Operations Officer Moyer presented a request to approve the following SURS annuitants for continued employment in accordance with SURS and Board Policy 3005:

- Robert Beckett (PT Faculty-Aviation Maintenance)
- Linda Dawkins (PT Faculty-Chemistry)
- Theodore Dolter (PT Faculty-Chemistry)
- Mark Green (PT Faculty-AOJ)
- Jay Harrington (Men’s Basketball Coach)
- Michael Jackson (PT Faculty-Welding)
- Robert Kaps (PT Faculty-Aviation Pilot Training)

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the above-named SURS annuitants for continued employment in accordance with SURS and Board Policy 3005. The motion carried. (This item 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 October 2020 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff. There are a total of two newly-hired part-time faculty; six Persons of Interest; and two SWIC EE (ATS) terminations on the report.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees ratify the part-time and temporary faculty and staff actions for October 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, December 7, 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 5:18 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees