

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
January 11, 2021
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
Danielle Chambers
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.

REQUEST TO PULL AGENDA TOPIC

President Mance made a request to pull agenda topic 5.A.7. The item was pulled from consideration.

APPROVAL OF MINUTES

Mr. Blomenkamp moved, seconded by Mr. Verdu, to approve the minutes of the regular meeting of December 7, 2020 and the Executive Session minutes of December 7, 2020. The motion carried.

GRANTS

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

- continuation Multipurpose Senior Center Program grant from the St. Clair County Board in the amount of \$62,500 for the period January 1, 2021 through December 31, 2021 to fund activities, information social and health services to senior citizens age 55 and over;
- continuation St. Clair Township grant in the amount of \$8,137 for the period April 1, 2020 through March 31, 2021 to provide for the purchase of rolling stock and operational support of ATS; and

- new St. Clair County Community Development grant in the amount of \$6,000 for the period January 1, 2021 through December 31, 2021 to fund tuition and fees for adult education students who reside in St Clair County and who are approved for enrollment in Certified Nurse Assistant, Fork Lift Safety, Welding and other training programs offered by Adult Education.

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

AGREEMENT

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

- new articulation agreement between the University of Kansas, on behalf of its School of Health Professions Department of Respiratory Care and Diagnostic Science, and Southwestern Illinois College, District #522 to set guidelines for establishing a cooperative relationship and to facilitate mobility of students who complete their associate degree program in respiratory care from SWIC to transfer to the University of Kansas, School of Health Professions, Respiratory Care and Diagnostic Science, for the attainment of a bachelor of science in respiratory care degree.

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

2021-2022 ACADEMIC CALENDAR

CAO Segobiano presented a request to approve the 2021-2022 Southwestern Illinois College Academic Calendar and the 2021-2022 Adult Education Academic Calendar. Development of the 2021-2022 academic calendar began two years ago with tentative approval by the Board of Trustees on October 16, 2019. No changes have been made since the original approval.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the 2021-2022 Academic Calendar and the 2021-2022 Adult Education Academic Calendar. 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 Service Staff contacted all students with courses in their shopping carts but have not yet enrolled to encourage and assist with enrollment.
- Financial Aid staff attended the Fall 2020 Federal Student Aid Conference held virtually December 1-4. Sessions attended included Verification Updates, Professional Judgment, Administering Disbursements, Regulatory Updates, along with the Keynote Address from Betsy DeVos and Federal Update from Department of Education staff.
- Financial Aid staff completed the review for Satisfactory Academic Progress and notified students on suspension who must complete a Financial Aid Appeal.
- Student Accounts sent a mass e-mail reminder that Spring 2021 bills are due and also provided information on 1098-T availability.
- Dual credit year-round registrations are in process.
- Student Service staff completed PUM testing for December implementation.

- A new Petition for Credit committee was formed. The committee is meeting on a weekly basis reviewing petitions so that students are notified in a timely manner.

Trustee Campo inquired about spring enrollment. Mr. Tebbe reported we are down 7-1/2%. Some of our peer institutions are down 15-20%. The college's Marketing and Recruiting Team meeting is tomorrow.

APPOINTMENTS

The committee agreed to an omnibus vote for the appointments and authorizations to hire.

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

Shieleta Gathing, Christina Smith and Gary Leong to the three part-time grant-funded SWIC EE positions of ATS Driver effective February 1, 2021 at an hourly rate of \$12.79 for up to 28 hours per week and contingent upon the continued receipt of external funding;

Lachelle Dowell to the full-time grant-funded SWIC EE position of Program and Assessment Coordinator effective February 1, 2021 at an annual salary of \$31,847 and contingent upon the continued receipt of external funding;

Mary Margarida to the full-time grant-funded administrative position of Literacy Coordinator effective February 1, 2021 at an annual salary of \$47,000 subject to the provisions of the Personnel Procedures for Administrators and contingent upon the continued receipt of external funding;

Marisa Ruser to the full-time administrative position of Director of Human Resources effective February 8, 2021 at an annual salary of \$94,000 at salary grade 7 and subject to the provisions of the Personnel Procedures for Administrators;

Jeffrey Ebel to the full-time administrative position of Compliance Officer effective February 1, 2021 at an annual salary of \$99,500 at salary grade 8 and subject to the provisions of the Personnel Procedures for Administrators;

Laura Mondy to the full-time administrative position of Director IT Development effective February 15, 2021 at an annual salary of \$99,500 at salary grade 8 and subject to the provisions of the Personnel Procedures for Administrators;

Carl Harris to the full-time SWIC EE position of Technical Services Coordinator at the Sam Wolf Granite City Campus effective February 1, 2021 at an annual salary of \$43,523 and subject to the provisions of the SWIC EE Collective Bargaining Agreement;

Johnathan Becker, Danielle Campbell, Tyrone Hill, Matthew Jett, Adam Ludgate, and Patrick Thompson to the six full-time positions of Custodian effective February 16, 2021 at an hourly rate of \$21.15 subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 116, Service Employees Union; and

David Crammer and Russell Hunt to the two full-time positions of Maintenance Technician effective February 16, 2021 at an hourly rate of \$26.00 subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 116, Service Employees Union.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees appoint the above-named individuals to the above-named positions as presented. The motion carried. (These items will appear on the consent agenda.)

AUTHORIZATIONS TO HIRE

Ms. Moyer presented the following requests to hire:

part-time faculty for the Spring 2021 semester at an hourly rate determined by 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

Metra Mitchell (Art)
Andrew Koester (Art)
Jessica Forys-Cameron (Art)
Andrea Miller (Art)
Damica Odom (Early Childhood Education)

Business, Health Sciences & Homeland Security

Geri Sova (LPN)
Kelly Scheibal (Medical Assistant)

Technical Education

Roderick Arnold (HVAR)
John Green (HVAR)
Angela Boone (Industrial Technology)
Dan Bielsmith (PMT)

three part-time faculty in the Fire Science Program (Instructor and Practicum Instructor) for the Spring 2021 semester at an hourly rate determined by 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:

Kenneth Krieg: Basic Firefighting and Technician in Rope, Water, Trench, Confined Space, and Building Collapse Rescue;

Jeremy DeJournett: Firefighter Rescue/Rapid Intervention; and

Steven Lynn: International Fire Science Accreditation Congress (IFSAC) development and implementation

Jason Stanton to the part-time non-union (PTNU) position of Greenhouse Technician at the Belleville Campus with an anticipated start date of January 11, 2021 at an hourly rate of \$15.00 for up to nine hours per week.

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

REQUEST TO CREATE AND TO ADVERTISE PART-TIME POSITIONS

Chief Human Resources and Operations Officer Moyer presented a request to create and to advertise for positions relative to a new Pharmacy Technician program being planned for implementation in Fall 2021 to include a part-time faculty position as Coordinator/Instructor effective Spring 2021; a part-time faculty position as an Instructor effective Fall 2021; and to advertise for a continuous vacancy for part-time faculty in the future Pharmacy Technician program.

Mr. Campo asked if there was any way to partner with the St. Louis College of Pharmacy, similar to the articulation agreement between the University of Kansas and SWIC that was recommended earlier in this meeting.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to approve the requests to create and to advertise the part-time positions related to the new Pharmacy Technician program. The motion carried.

INDEMNIFICATION AGREEMENT FOR OUTSIDE EMPLOYMENT

Chief Administrative Services Officer Bernie Ysursa presented a request to approve the Indemnification Agreement between the Village of Hartford, Illinois and Southwestern Illinois College, District #522 to allow outside employment for Kaitlynn Orr, full-time Commissioned Public Safety Officer. The required indemnification provides certain releases from liability for one another, specifically Southwestern Illinois College and the Village of Hartford, Illinois.

Mr. Blomenkamp moved, seconded by Mr. Verdu, to recommend the Board of Trustees approve the Indemnification Agreement between the Village of Hartford, Illinois and Southwestern Illinois College, District #522 as presented. The motion carried. (This item will appear on the consent agenda.)

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL FOR DECEMBER 2020

Ms. Moyer presented a request to ratify the part-time and temporary faculty and staff actions for December 2020 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff. There are a total of four newly-hired part-time faculty; 19 Persons of Interest; and seven 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 December 2020 as presented. The motion carried. (This item will appear on the consent agenda.)

MISCELLANEOUS

Trustee Campo requested an organization of departments. President Mance and Chief HR and Operations Officer Moyer stated that could be accomplished to a certain level but we're talking about 1600 positions and that doesn't include the open positions. Mr. Campo asked if we could provide just full-time, no part-time. Ms. Moyer replied we can focus on the vacancies and provide.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, February 8, 2021 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 5:23 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees