

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
April 12, 2021
5:00 p.m.

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

Trustees present: Steve Campo
Richard Roehrkasse
Nick Raftopoulos (remote)
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.

APPROVAL OF MINUTES

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the regular meeting of March 8, 2021 and the Executive Session of March 8, 2021 as submitted. The motion carried.

GRANT

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

- continuing Illinois Department on Aging state grant awarded to the Senior Companion Program in the amount of \$22,050.00 for the period July 1, 2020 through June 30, 2021 to be used as matching funds to the federal grant; the objective of the Senior Companion Program is to provide volunteer services by income eligible adults age 55 and older to those at risk of institutionalization.

The motion carried. (This item will appear on the consent agenda.)

AGREEMENTS

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

- new articulation agreements between McKendree University and Southwestern Illinois College, District #522 to allow SWIC students to transfer Associate of Arts and Associate of Applied Science degrees into McKendree's Bachelor of Business Administration and Bachelor of Arts degrees;
- new articulation agreement between Central Methodist University and Southwestern Illinois College, District #522 to allow SWIC students to transfer into CMU's Bachelor of Science in Health Science and Bachelor of Science in Nursing programs;
- renewal clinical affiliation agreement between Chamberlain University and Southwestern Illinois College, District #522 to allow Master of Science in Nursing Advanced Practice Nursing Specialties and Doctor of Nursing Practice students to participate in practical learning and clinical experiences at SWIC;
- renewal facility agreement between Laugh and Learn Preschool and Child Care Center, Mascoutah, IL and Southwestern Illinois College, District #522 to allow students enrolled in the Early Childhood Education program to participate in practicum opportunities;
- new agreement between National Louis University and Southwestern Illinois College, District #522 to provide SWIC students the affordability to continue their education in a National Louis University bachelor's degree program through its Direct to Success (D2S) Program;
- new agreement between City of Perryville, Missouri (Perryville Regional Airport) and Southwestern Illinois College, District #522 to allow internships at the airport as part of SWIC's Aviation Management program, subject to review and approval by the Board Attorney; and
- new Memorandum of Agreement between Lindenwood University, St. Charles, MO and Southwestern Illinois College, District #522 that will facilitate the smooth and seamless transition of SWIC students to continue their higher education at Lindenwood University after completing their associate's degree at SWIC.

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

GIFTS TO THE COLLEGE

Chief Administrative Services Officer Bernie Ysursa reported gifts to the college of new and used control system components and parts; bar stock; and aluminum material and carbide end mills benefitting Technical Education and Industrial Technology.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the gifts to the college. The motion carried. (These items will appear on the consent agenda.)

STUDENT SERVICES UPDATE

Interim Chief Student Services Officer Danielle Chambers provided the following report:

- A mass e-mail was sent to students eligible for graduation to notify them of the ceremony being held Thursday, May 20th and the deadline to order cap and gowns is April 14th.

- The Practical Nursing Certificate (025C) is now approved by the Department of Education and Department of Veteran Affairs for both Financial Aid and VA benefit usage. Students have been notified of the update.
- A mass e-mail and call broadcast was sent to all students eligible to apply for the CARES Act that have not yet applied to receive the maximum \$1000 award. Deadline to apply is Monday, April 5th.
- Financial Aid and Veteran Services staff are contacting all VA students notifying them of the upcoming April 8th summer priority enrollment date and reminding them to request to use their benefits with our office after they enroll in classes.
- The Annual National Student Employment Week is April 12th-18th and all student employee supervisors have been notified. We will use this week to recognize our student workers and show our appreciation.
- Financial Aid and Veteran Services staff are calling all currently enrolled students who have an outstanding bill that have not yet completed their financial aid file.
- Student Trustee Election took place March 31st and April 1st.
- Student Services division has hired four student workers to assist with basic office tasks and some student support.
- DAC is working on ensuring that we are fully handicap accessible. We have added the automatic door function to some of our internal doors.
- Student Life is preparing for Career Week on April 12th thru April 16th. The Job Fair will take place on April 28th.

RESIGNATIONS

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

Michelle Que, Accountant I, effective close of business April 15, 2021; and

Christie Highlander, professor Paralegal Studies, effective close of business July 31, 2021.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees accept the resignations of Michelle Que and Christie Highlander, as presented. The motion carried. (These items will appear on the consent agenda.)

APPOINTMENTS

Trustees Blomenkamp and Morton agreed to an omnibus vote for the remaining items on the agenda.

Chief Human Resources and Operations Officer Moyer presented the following:

appoint Jennifer Parks and Andrew Spiroff to the full-time administrative position of Network Operations Center Manager effective May 1, 2021 at an annual salary of \$59,500, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

appoint Andrew Spiroff to the full-time administrative position of Network Operations Center Manager effective May 1, 2021 at an annual salary of \$59,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

appoint Bailey Gurley to the full-time administrative position of Accountant I effective May 17, 2021 at an annual salary of \$48,000, salary grade 2, and subject to the Personnel Procedures for Administrators;

appoint Jacob Wheeler to the full-time administrative position of Accountant II effective May 10, 2021 at an annual salary of \$59,000, salary grade 4, and subject to the Personnel Procedures for Administrators;

appoint Michelle Wessel to the full-time administrative position of Associate Dean of Business, Health, Sciences and Homeland Security effective June 16, 2021 at an annual salary of \$85,000, salary grade 7, and subject to the Personnel Procedures for Administrators;

appoint Jamie Boatright to the full-time administrative position of Coordinator for Academic Programs effective May 17, 2021 at an annual salary of \$59,500, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

hire Jasper Johnson to the part-time grant-funded SWIC EE position of ATS Driver effective May 3, 2021 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;

hire David Hornacek to the part-time position of Public Safety Dispatcher at the Belleville Campus effective May 3, 2021 at an hourly rate of \$11.00 according to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019;

hire Aseel Babigian to the SWIC EE part-time position of Computer Support Technician at the Sam Wolf Granite City Campus effective May 1, 2021 at an hourly rate of \$17.85 for up to 28 hours per week;

hire Alex Ward to the SWIC EE part-time position of Help Desk Technician at the Belleville Campus effective May 1, 2021 at an hourly rate of \$17.85 for up to 28 hours per week;

hire the following part-time instructors:

Brian Lane	Cannabis (6/7/21)
Scott Abbott	Cannabis (6/7/21)
Amy Hollinger	Mathematics (8/1/21 for fall)
Alex Fajardo	Mathematics (6/7/21)
Thomas Pearson	Paralegal Studies (6/7/21)
Dal Yu	Mathematics (6/7/21);

create and to advertise the following positions:

Full-time Grant-funded Administrative Position: Coordinator of Nursing Success
Full-time Administrative Position: Director of Workforce Development and Career Pathways
Full-time Administrative Position: Career and Employment Specialist (2)
Full-time Administrative Position: Academic Advisor and Program Specialist (2)
Full-time Administrative Position: Academic Advisor and Intake Liaison

Full-time Administrative Position: Accountant I (2);

authorize to advertise:

Full-time SWIC EE Position: Systems Services Specialist

Full-time Grant-funded Position: Secretary, Foster Grandparent Program

Full-time Administrative Position: Payroll Specialist

Full-time Industrial Tech (PMT) Instructor - CNC Mobile Lab; and

ratify the part-time and temporary faculty and staff actions for March 2021 according to Board Policy 3005, Recruitment, Selection and Appointment of Faculty and Staff.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the above actions as presented. The motion carried. (Those items that require Board of Trustees approval will appear on the consent agenda.)

MISCELLANEOUS

Trustee Raftopoulos requested an update concerning the faculty union contract. Board Attorney Hoerner stated collective bargaining matters are discussed in Executive Session.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, May 10, 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 5:24 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees