

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
May 10, 2021
5:15 p.m.

Committee members present: Robert G. Morton, Chairman
Nick Raftopoulos (remote)
Sara Soehlke (remote)

Trustees present: John Blomenkamp
Steve Campo
Charles Hannon
Richard Roehrkasse

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 (remote)

CALL TO ORDER

Chairman Morton called the meeting to order at 5:15 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the minutes of the regular meeting of April 12, 2021 as submitted. The motion carried.

AGREEMENTS

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees accept the following agreements:

- renewal articulation agreement between McKendree University and Southwestern Illinois College, District #522 to allow SWIC students to transfer Associate of Arts degree from SWIC to earn the Bachelor of Science degree in Exercise Science and the Master of Science degree in Athletic Training at McKendree University;
- renewal articulation agreement between Southern Illinois University Edwardsville and Southwestern Illinois College, District #522 to allow SWIC students to be able to obtain a bachelor degree by attending SWIC and then attending SIUE;

- new articulation agreement between Southern Illinois University and Southwestern Illinois College, District #522 to allow SWIC graduates with an AAS degree in Computer Aided Design Machine to be considered for admission into SIUC Bachelor of Science degree program in Industrial management and Applied Engineering (IMAE) Quality Management specialization in the College of Engineering;
- new facility agreement between Coulterville Rehabilitation and Health Care Center, Coulterville, IL and Southwestern Illinois College, District #522 to allow Health Sciences students enrolled in the Nurse Assistant program to participate in clinical experience;
- existing agreement amendment between Southern Illinois Hospital Services and Southwestern Illinois College, District #522 to add the Health Information Technology program to the existing agreement;
- new affiliation agreement between SSM Health Care Corporation and Southwestern Illinois College, District #522 to provide SSM facilities as a site for Health Information Technology clinicals;
- renewal affiliation agreement between Autumn Meadows of Cahokia and Southwestern Illinois College, District #522 to provide Autumn Meadows of Cahokia as a clinical site for the LPN program; and
- new affiliation agreement between St. Paul’s Senior Community and Southwestern Illinois College, District #522 to provide St. Paul’s Senior Community as a clinical site for the LPN program.

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 books, DVDs and one CD to the Belleville Campus Library.

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

COURSE FEES

Chief Academic Officer Gina Segobiano presented a request to approve course fees resulting from new course adoptions and/or course adjustments that occurred during the Spring 2021 term. All course fees were presented during the Spring 2021 session of the Curriculum Committee. The majority of the course fees are for new courses, while some are associated with the “First Day” textbook program (course fees include textbook costs.)

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve course fees as presented. The motion carried. (This item will appear on the consent agenda.)

STUDENT SERVICES UPDATE

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

- Summer priority enrollment opened on April 8th and open enrollment on April 12th. The auto-enroll process has been completed for Athletes and Running Start students.
- Fall shopping carts are now open with priority enrollment beginning May 6th and open enrollment on May 10th.
- Academic Advisers are conducting weekly outreach contacting students who have applied to SWIC but have not yet enrolled.
- Summer financial aid awarding is ongoing as well as summer VA enrollment certifications.
- 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.
- 2021-2022 FAFSA's have been loaded and new To Do List items are now listed in the students' eSTORM Student Center.
- Student Service leadership and Academic Advisors met with the Deans to discuss instructional updates.
- On April 28th Career Services held our virtual job fair with 12 employers participating.
- The number of employers reaching out has increased and within the last two weeks we have had 66 employer registration and job post approvals.
- We have 213 graduates confirmed to attend graduation ceremony on May 20, 2021. This includes our 2021 Commencement Student Speaker, Samuel Talley.
- The DAC is updating inventory of specialized furniture and equipment on all campuses to ensure that we are prepared to effectively service students in the Fall semester.

Trustee Campo inquired about the Student Service leadership and Academic Advisors' meeting with the Deans. Ms. Chambers reported the meeting was mainly to get on the same page regarding any changes; class structure; ongoing partnerships; shopping carts, etc. and added the groups will meet on a regular basis. Mr. Campo stated he just wanted to make sure we are taking care of the students.

RESIGNATIONS

Chief Administrative Services Officer Bernie Ysursa presented the following resignations:

Megan Grotefendt, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business April 18, 2021; and

Mercedes Fernandez, full-time Commissioned Public Safety Officer at the Belleville Campus, effective close of business July 31, 2021.

Ms. Soehlke moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees accept the resignations of Megan Grotefendt and Mercedes Fernandez, as presented. The motion carried. (These items will appear on the consent agenda.)

APPOINTMENTS

Trustees Raftopoulos and Soehlke and Chairman Morton agreed to an omnibus vote for the appointments and authorizations to hire on the agenda.

Chief Human Resources and Operations Officer Moyer presented the following:

appoint Kayla Keller to the full-time administrative position of Director of Grant Development/Program Research effective June 1, 2021 at an annual salary of \$82,250, salary grade 7, and subject to the provisions of the Personnel Procedures for Administrators;

appoint Lisa Mueller to the full-time administrative position of Accountant I effective June 1, 2021 at an annual salary of \$50,000, salary grade 2, and subject to the Personnel Procedures for Administrators;

appoint Michelle Que to the full-time administrative position of Accountant I effective June 1, 2021 at an annual salary of \$45,500, salary grade 2, and subject to the Personnel Procedures for Administrators;

appoint Jennifer Garcia to the full-time administrative position of Payroll Specialist effective July 16, 2021 at an annual salary of \$54,000, salary grade 3, and subject to the Personnel Procedures for Administrators;

appoint Christopher Downard, Mitchell Hooten and Thaddeus Lilley to the three full-time positions of Custodian effective June 1, 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;

appoint Kurtis Kimbro and Leonidas Paparigopoulos to the two full-time positions of Public Safety Commissioned Officer at the Belleville Campus effective June 1, 2021 at an annual salary of \$38,188 (\$18.36 per hour) with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS)-Southwestern Illinois College Chapter, 2016-2019;

appoint Cory Sellers and Sarah Swist to the two full-time Assistant Professor of Art positions with district-wide responsibilities effective August 16, 2021 at an annual base salary of \$53,312 in accordance with the FT Faculty Memorandum of Understanding;

hire Cedric Dale to the part-time grant-funded SWIC EE position of ATS Driver effective June 1, 2021 at an hourly rate of \$15.00 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 Danielle Van Voorst to the part-time position of Public Safety Dispatcher at the Sam Wolf Granite City Campus effective June 1, 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 the following part-time instructors:

Sheila Peters, Mass Communications Instructor (August 1, 2021/Fall)
Pilar Davis, Mass Communications Instructor (August 1, 2021/Fall)
Ashley Hentis, Physical Therapist Assistant Instructor (August 1, 2021/Fall)
Ann Welsch, Nurse Assistant Instructor (May 25, 2021/Summer)
Thomas Birkner, Music/Jazz Band Instructor (August 1, 2021/Fall)
Melissa Price, Mathematics Instructor (May 25, 2021/Summer)
David Dixon, Mathematics Instructor (May 25, 2021/Summer)
Dr. Karla Arnotti, LPN Instructor (May 25, 2021/Summer)
Melissa Epps, Pharmacy Technology Instructor (Fall 2021);

hire John Leonard to the part-time non-union (PTNU) position of Live Model for the Art Department for Fall 2021 effective August 21, 2021 at an hourly rate of \$11.00; and

hire minimum-time summer members for Belleville AmeriCorps Program for the 2020/2021 Program Year.

Ms. Soehlke moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees approve the appointments and authorizations to hire as presented. The motion carried. (These items will appear on the consent agenda.)

Trustees Raftopoulos and Soehlke and Chairman Morton agreed to an omnibus vote for the authorizations to create and to advertise; the interim appointments; the authorizations to continuously advertise; and the authorizations to advertise on the agenda.

Chief Human Resources and Operations Officer Moyer presented the following:

create and to advertise the following positions:

full-time administrative position: Associate Director, Recruitment and Outreach, at salary grade 4 per the Administrative Pay scale;

full-time administrative position: Associate Director, Campus and Community Liaison, at salary grade 4 per the Administrative Pay scale; and

full-time administrative position: Scott Air Force Base, Site Manager;

appoint Katelyn Dawson to the full-time administrative position of Interim Associate Director, Recruitment and Outreach, effective June 1, 2021 at an annual salary of \$60,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators;

appoint Angie Stewart-Brown to the full-time administrative position of Interim Associate Director, Campus and Community Liaison, effective June 1, 2021 at an annual salary of \$60,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators;

authorization to continuously advertise:

part-time Commissioned Public Safety Officers; and
part-time Public Safety Officers (Non-Commissioned);

authorization to advertise:

full-time Administrative Position: Program Research Specialist;
full-time SWIC EE Position: Information Technology Technical Services Coordinator;
part-time Faculty: Sign Language Studies;
full-time Faculty: Coordinator/Instructor of Paralegal Studies; and
part-time SWIC EE Position: Pearson Vue Proctor, Pearson Testing Center, Belleville Campus.

Trustee Hannon expressed concern over the paralegal position. Chief Human Resources and Operations Officer Moyer reported the Dean of Business and Health Sciences and Homeland Security provided to

her that Christie Highlander is still very involved in the program and still wants to be involved and will do online teaching. Mr. Hannon stated administration has to make this its priority and added he knows our students are going to suffer as the program will not run the way it has for the last eight years as the coordinators are the backbone of the program. Board Chair Blomenkamp replied that Mr. Hannon doesn't know that, to which Mr. Hannon suggested having Christie Highlander attend a meeting to say the same thing; that the program will take a long time to build. Ms. Moyer offered that it will be a difficult position to fill and we have our work cut out for us.

Trustee Campo asked to whom the Interim Associate Director, Recruitment and Outreach and the Interim Associate Director, Campus and Community Liaison would report. Executive Director of Enrollment Development Bob Tebbe stated the positions would report to him.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve the authorizations to create and to advertise; the interim appointments; the authorizations to continuously advertise; and the authorizations to advertise as presented. The motion carried. (Those items requiring Board of Trustees' approval will appear on the consent agenda.)

Chief HR and Operations Officer Moyer presented a request to ratify the monthly notification of part-time personnel report for April 2021. There are a total of two newly hired employees; two Persons of Interest; three terminations; and two declinations of employment on the April 2021 report.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees ratify the actions taken on the April 2021 report. 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, June 7, 2021 at 5:15 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to adjourn the meeting at 5:50 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees