

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
October 11, 2021

Committee members present:	Robert G. Morton, Chair Nick Raftopoulos Sara Soehlke (remote)
Trustees present:	John Blomenkamp Steve Campo Mya Gill, Student Trustee (arrived @ 5:20 pm) Charles Hannon Richard Roehrkasse
Administrators present:	Nick Mance Linda Andres Danielle Chambers Missy Roche Dr. Gina Segobiano Bob Tebbe Bernie Ysursa Paula Haniszewski Marisa Ruser
Attorney present:	Garrett Hoerner

CALL TO ORDER

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

PUBLIC COMMENTS

Ken Sharkey, Managing Director of the St. Clair County Transit District (SCCTD), addressed the committee concerning the labor needs of SCCTD/Alternative Transportation System (ATS) to serve the residents of St. Clair County. Mr. Sharkey stated SWIC has had cooperating service agreements with the SCCTD for many years, going back to when President Mance was SWIC Board Chair. Mr. Sharkey added that COVID changed a lot of plans, and there was a need to come up with a lot of different systems to serve the residents of St. Clair County. For example, bus service was brought to SAFB, micro-transit (SETC) was provided to East St Louis, Fairview Heights, Brooklyn and Belleville, and for \$1 you can ride the MetroLink.

Mr. Sharkey said the SCCTD is in desperate need of bus drivers, CDL drivers, mechanics and electricians; however SWIC's hiring process is slow and by the time a hire is approved, the

candidate has secured other employment or has lost interest. Mr. Sharkey requested a faster hiring process and asked that Robert Wilson, ATS Director, be given blanket authority to hire on the spot.

Trustee Blomenkamp asked Mr. Sharkey why he didn't just email President Mance to discuss this issue or has he ever spoken with Anna Moyer. Mr. Sharkey replied he did contact Ms. Moyer but had several unanswered requests.

President Mance will contact Mr. Sharkey to further discuss the issue and concerns.

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the minutes of the regular meeting of September 13, 2021. The motion carried.

Mr. Raftopoulos stated he would not recommend approval of the Executive Session minutes of September 13, 2021 as they are written. Mr. Raftopoulos said Trustee John Blomenkamp's name is not mentioned at all in the minutes, and he (Mr. Raftopoulos) knows Mr. Blomenkamp made several statements during Executive Session.

GRANTS

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to accept the following grants:

- continuation of AgeSmart Community Resources Caregiver Counseling grant in the amount of \$36,000 for the period October 1, 2021 through September 30, 2022 to assist in providing individual counseling, group support, and information/referral, targeting caregivers of seniors age 60 and older;
- continuation of the St. Clement Foundation grant for the Senior Comp[anion Program in the amount of \$1,500 for the period July 1, 2021 through June 30, 2022 to provide funding for program volunteers in support of their travel to and from their clients' homes;
- continuation of the Illinois Department on Aging grant for the Senior Companion Program in the amount of \$22,050 for the period July 1, 2021 through June 30, 2022 to provide volunteer services by income eligible adults age 55 and older to those at risk of institutionalization;
- continuation of the St. Clement Foundation grant for the Foster Grandparent Program in the amount of \$1,000 for the period July 1, 2021 through June 30, 2022 to provide funding for program volunteers while traveling to and from volunteer sites, in-service meetings and recognition programs during fiscal year July 1, 2021 through June 30, 2022;

- renewal of the Illinois Board of Higher Education grant for the Illinois Cooperative Work Study in the amount of \$17,209 for the period July 1, 2021 through August 31, 2022 to support student cooperative work study programs in higher education; and
- new Illinois Network of Child Care Resource and Referral Agencies grant for the Early Childhood Education program in the amount of \$45,000 for the period July 1, 2021 through December 31, 2021 to create and support Early Childhood Education competency-based education programs and projects in the community college system.

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

AGREEMENTS

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the following agreements:

- renewal agreement between Creative Beginnings Child Development Center, Maryville, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Creative Children’s Learning Center, Inc., Smithton, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Giggles and Grins, Inc., Highland, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Immaculate Conception School, Columbia, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Just Us Kids Child Care Center, Inc., St. Libory, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Kool Kids Day Care, Troy, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between O’Fallon District #90, O’Fallon, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;

- renewal agreement between Toddler House, Belleville, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- renewal agreement between Troy Early Childhood, Troy, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC;
- new affiliation agreement between Genoa Health Care, Belleville, IL and Southwestern Illinois College, District #522 to allow students in the Pharmacy Technician program to participate in clinical experience;
- new affiliation agreement between St. Louis Zoo, St. Louis, MO and Southwestern Illinois College, District #522 to allow students in the Health Information Technology program to participate in clinical experience;
- new transitional Math Partnership Agreement between Mascoutah School District 19 and Southwestern Illinois College, District #522 as part of the Postsecondary & Workforce Readiness Act which requires placement collaborations between high schools and community colleges; and
- new transitional Math Partnership Agreement between Sparta Unit District 140 and Southwestern Illinois College, District #522 as part of the Postsecondary & Workforce Readiness Act which requires placement collaborations between high schools and community colleges.

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:

- Shopping carts are now open and priority registration is taking place for Spring 2022.
- Student Services is partnering with Admissions to offer enrollment services during an evening in November for graduating high school students and encourage Spring enrollment. The target date is November 16th.
- Refund checks are scheduled to be mailed out Friday, October 1, 2021.
- FA is evaluating the regulations concerning the Relief/Rescue Fund. The plan is to dispense this funding early November.
- Careers will be hosting a Veteran's Job Fair at 9am-12pm on November 4, 2021.
- Diversity & Inclusion will be celebrating Hispanic Heritage Month on October 5th with a virtual presentation and will celebrate LGBTQ on Oct. 19th with a virtual presentation.
- Our Student Leader Group under Student Life will sponsor a Trunk or Treat Friday, October 29th from 6pm-8pm on the Belleville Campus parking lot.

- Student Life and College Activities will be having a Fall Fest at each campus. This event will include free lunch and activities.

Red Bud Campus	October 12 th
Belleville Campus	October 13 th
Sam Wolf Granite City Campus	October 14 th

EXECUTIVE SESSION

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to move into Executive Session at 5:38 p.m. to discuss personnel (5 ILCS 120/2(c)(1)). Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke and Mr. Morton. Nays: none. The motion carried.

There was consensus to return to regular session at 5:58 p.m.

ACTION/S TAKEN AS A RESULT OF EXECUTIVE SESSION

There were no actions taken as a result of Executive Session

ITEMS PULLED FROM THE PERSONNEL,, PROGRAMS AND SERVICES AGENDA

President Mance pulled the following items from the Personnel, Programs and Services agenda:

- D. Authorization to Create and to Advertise
 - 1. Full-time Administrative Position: Associate Director of Finance
- E. Interim Appointment
 - 1. Full-time Administrative Position: Interim Associate Director of Finance

RESIGNATION

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to accept the resignation of Carmen Potter, Practical Nursing Coordinator/Instructor effective close of business October 12, 2021. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

CFO Missy Roach requested approval to hire:

Johnathan Cassity to the full-time administrative position of Accountant I effective November 1, 2021 at an annual salary of \$48,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators; and

Sarah Pollard to the full-time administrative position of Accountant I effective November 1, 2021 at an annual salary of \$44,675 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators.

Trustee Blomenkamp questioned the different rate of pay for these two appointments; and Ms. Roche replied it is due to experience. Mr. Blomenkamp asked Ms. Roche if she realizes that on October 6, 2021 a resolution was passed to eliminate a position due to financial exigency. Trustee Hannon said the college is not in financial difficulty and suggested changing the

wording in the resolution. Board Attorney Hoerner stated the wording contained in the motion really has no meaning.

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

Ms. Roche presented a request to appoint the following:

Adela McColpin to the full-time administrative position of Accountant II effective October 21, 2021 at an annual salary of \$59,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators; and

Emma Smith to the full-time administrative position of Accountant II effective November 1, 2021 at an annual salary of \$59,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators.

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

Director of Human Resources Marisa Ruser presented a request to appoint Cindy Rapp to the full-time administrative position of Director of Payroll effective November 1, 2021 at an annual salary of \$81,000 at salary grade 5 and subject to the provisions of the Personnel Procedures for Administrators. Trustee Blomenkamp asked who is currently doing this job; Ms. Roche replied that she is.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees appoint Cindy Rapp to the full-time administrative position of Director of Payroll effective November 1, 2021 at an annual salary of \$81,000 at salary grade 5 and subject to the provisions of the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

HR Director Marisa Ruser presented a request to appoint Raquel Wieser to the full-time administrative position of Payroll Specialist effective November 16, 2021 at an annual salary of \$58,000 at salary grade 3 and subject to the Personnel Procedures for Administrators.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees appoint Raquel Wieser to the full-time administrative position of Payroll Specialist effective November 16, 2021 at an annual salary of \$58,000 at salary grade 3 and subject to the provisions of the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

Ms. Ruser requested approval to appoint Megan Hemann to the full-time administrative position of Human Resources Generalist effective November 16, 2021 at an annual salary of \$56,000 at salary grade 3 and subject to the provisions of the Personnel Procedures for Administrators.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees appoint Megan Hemann to the full-time administrative position of Human Resources Generalist effective November 16, 2021 at an annual salary of \$56,000 at salary grade 3 and subject to the provisions of the Personnel Procedures for Administrators. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO HIRE

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

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

Juanita Bergmann to the part-time SWIC EE position of Library Services Assistant at an hourly rate of \$11.11, subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600;

Mary Kaye Tonnie Graves to the part-time twelve-month position of Special Projects Coordinator at the Belleville Campus effective November 1, 2021 at \$27.56 per hour with a maximum of 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600;

Darrell Chapman to the part-time grant-funded SWIC EE position of ATS Driver effective November 1, 2021 at an hourly rate of \$15.00 for up to 28 hours per week and subject to the continued receipt of external funding;

Odell Smith to the part-time grant-funded SWIC EE position of ATS Dispatcher effective November 1, 2021 at an hourly rate of \$15.00 for up to 28 hours per week and the continued receipt of external funding;

Matthew Cabrera, Christina Connell, James Lovinggood, Raegan McLaren, Rebecca Sewell, Steven Solloway, and Brian Vanhorn as part-time instructors in the Aviation Pilot Training-Fixed Wing Program with salary based on Exhibit B of the Flight Training Services Agreement between Southwestern Illinois College and Ideal Aviation Illinois LLC;

Steve Rudolph, EET instructor effective October 25, 2021 and Rebecca Huebner, Medical Laboratory Technology instructor effective January 10, 2022 with salary determined based on education attainment and number of credit hours assigned;

Kaitlyn Tayler, Communication Arts instructor effective October 1, 2021 and Angela Nelson, Nursing Education instructor effective October 19, 2021 with salary determined based on education attainment and number of credit hours assigned;

Christina Belsom, Johnathon Denney, and Jodi Luechtefeld to the three part-time SWIC EE positions of Physical Fitness Assistant effective November 1, 2021 at an hourly rate of \$16.50 each in accordance with the SWIC EE Collective Bargaining Agreement; and

Brad Dietrich to the part-time position of Head Coach eSports effective November 1, 2021 at an annualized rate of \$6,000 subject to proration.

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

AUTHORIZATION TO HIRE INDEPENDENT CONTRACT

Chief Academic Officer Gina Segobiano requested authorization to hire Sarah Gruenwald as an Independent Contractor for a sum of \$1500 to train Adult Education staff the requirements of grant administration for the various governmental and ICCB grants supporting the Adult Education Program.

The Adult Education Program is primarily funded by various ICCB and governmental grants that require a high level of reporting and reconciliation of records. Currently there is no one to handle grant submissions. Sarah Gruenwald, the former Grant Specialist, has agreed to train existing staff the functions of the various grant administration requirements.

Trustee Blomenkamp asked CFO Roche if Ms. Gruenwald will provide a proof of insurance since she will be an independent contractor. Ms. Roche replied she will request a proof of insurance; and Mr. Blomenkamp requested her to verify that.

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

AUTHORIZATION TO CONTINUOUSLY ADVERTISE

The committee agreed to an omnibus vote for the authorizations to continuously advertise.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to authorize administration to continuously advertise the following:

Part-time/adjunct openings in Technical Education and Workforce Development division programs during FY 2022;

Part-time Instructor: Math;

Part-time Instructor: English as a Second Language, Adult Education;

Part-time Instructor: Remedial Studies-High School Equivalency.

The motion carried.

AUTHORIZATION TO ADVERTISE

The committee agreed to an omnibus vote for the authorizations to advertise.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to authorize administration to advertise the following:

- Full-time Faculty: Practical Nursing Coordinator/Instructor
- Part-time SWIC EE Position: Pearson Vue Office Clerk
- Full-time SWIC EE Position: food Service Coordinator, SWGCC
- Part-time SWIC EE Position: HVAR Lab Technician (2), BC and ESLHEC
- Part-time SWIC EE Position: Industrial Technology Lab Technician, SWGCC
- Full-time Faculty: Welding
- Full-time Faculty: Electrical/Electronics Technology
- Full-time Faculty: Aviation Maintenance (4)

The motion carried.

BENEFIT RENEWAL RECOMMENDATIONS FOR 2022 PLAN YEAR

Director of Human Resources Marisa Ruser presented and requested approval of the following benefit renewal recommendations for the 2022 plan year:

Consideration to renew medical insurance plan, administered by BlueCross BlueShield of Illinois, for the period January 1, 2022 through December 31, 2022.

Consideration to renew the dental insurance plan, administered by BlueCross BlueShield of Illinois, for the period January 1, 2022 through December 31, 2022.

Consideration to switch the voluntary vision insurance plan to be administered by BlueCross BlueShield of Illinois, for the period January 1, 2022 through December 31, 2022.

Consideration to renew our agreement with Benefit Resource Inc. (BRI) for administration of the FSA, HSA and COBRA.

Consideration to offer additional value-added benefits, to include an Employee Assistance Program (Perspectives), Critical Illness (BCBS), an Accident Insurance (BCBS) throughout the institution as a way to broaden SWIC's value-added benefits offerings to all employee groups.

Ms. Ruser reported Alliant has completed their renewal process for the 2022 plan year. Based on our current enrollment count and claims experience during 2020-2021, BlueCross BlueShield submitted a renewal quote reflecting an overall 4.4% increase in health premiums. Their initial overall increase was 7.4%, but by offering added benefits and switching the voluntary vision insurance to BCBS, they were able to lower the cost to 4.4%.

The Employee Benefits Advisory Committee will meet prior to the regular meeting of the Board of Trustees set for October 20, 2021 to have an opportunity to review these considerations.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve the above benefit renewal recommendations for the 2022 plan year. The motion carried. (These items will appear on the consent agenda.)

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL FOR SEPTEMBER 2021

HR Director Ruser presented a request to ratify the monthly notification of part-time personnel report for September 2021. There are a total of two newly-hired employees; seven Persons of Interest; and two part-time terminations on the September 2021 report.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees ratify the actions taken on the September 2021 report. The motion carried. (This item will appear on the consent agenda.)

ADJOURNMENT

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to adjourn the meeting at 6:15 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

Beverly J. Fiss
Board Secretary