

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**August 9, 2021**  
**5:15 p.m.**

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

Trustees present: John Blomenkamp  
Steve Campo  
Mya Gill (arrived at 5:30p)  
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

**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 July 12, 2021 meeting as submitted. The motion carried.

**GRANTS**

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

- continuation of the St. Clair County Housing Authority local grant in the amount of \$144,000 for the period July 1, 2021 through June 30, 2023 to ensure elderly persons residing in subsidized housing will continue to obtain services which allow them to remain independent for as long as possible;
- continuation of the St. Clair County Mental Health 708 Board grant for the Older Adult Services Counseling program in the amount of \$86,567 for the period July 1, 2021 through June 30, 2022 to assist in providing individual counseling, group support, and information/referral, targeting seniors age 60 and older, and caregivers of seniors;

- continuation of the St. Clair County Community Action Agency local grant for the Senior Companion program in the amount of \$7,000 for the period January 1, 2021 through December 31, 2021 to provide transportation services to elderly and disabled income eligible St. Clair County individuals; and
- new Department of Commerce and Economic Opportunity (DCEO) Manufacturing Training Academy grant in the amount of \$7,500,000 for the period March 1, 2021 through February 28, 2023 to provide funding for the initial portion of the multi-phase plan to construct a Manufacturing Training Academy on the Belleville Campus.

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

### **AGREEMENTS**

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

- renewal Dual Credit Partnership agreement template with Southwestern Illinois College, District #522 for the 2021-2022 academic year to provide the framework for the Dual Credit Program in compliance with the Dual Credit Quality Act;
- new articulation agreement between Southern Illinois University Carbondale and Southwestern Illinois College, District #522 to allow SWIC students earning an AAS in Marketing to be able to obtain a Bachelor of Science degree in Marketing by attending SWIC and then attending SIUC;
- new facility agreement between New Life with New Hope Church, Fairview Heights, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- new affiliation agreement between Walgreen Co., an Illinois corporation and Southwestern Illinois College, District #522 to allow Health Sciences students enrolled in the Pharmacy Technology program to participate in clinical experience; and
- new agreement between Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) and Southwestern Illinois College, District #522 to approve SWIC as a key partner in the statewide Prior Learning Assessment project of early childhood development from birth to age five funded by the Governor's Office.

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

### **CANNABIS INDUSTRY OPERATIONS CERTIFICATE**

Chief Academic Officer Gina Segobiano presented a request to approve the curriculum for the Cannabis Industry Operations Certificate effective January 1, 2022. This is a 16-credit hour certificate to prepare students to enter the workforce for an occupation in the cannabis industry. The new certificate requires Board of Trustees approval prior to submitting the application to ICCB and HLC.

Ms. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve curriculum for the Cannabis Industry Operations Certificate effective January 1, 2022. The motion carried. (This item will appear on the consent agenda.)

### **COURSE FEES**

Chief Academic Officer Gina Segobiano presented a request to approve course fees effective January 1, 2022 resulting from a comprehensive review of all courses within the Horticulture Program.

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 to the trustees:

#### Student Services Update

- Scott Air Force Base held a Back-to-School bash on July 22, 2021 and SWIC was present to recruit and to display the services we offer on base.
- Employee Enhancement Committee has begun meeting to discuss and implement practices that will help us enhance our ability to provide exceptional service to all students. This group will also focus on maintaining employee morale and professional development.
- Student Life and College Activities has moved to ISB 1085. Careers and WIOA services have moved to ISB 1050. The move will enable Student Services to collaborate more amongst one another and meet the needs of our students.
- Beginning August 9, 2021 Financial Aid will be available at Barnes and Noble on student's accounts to allow them to purchase their school books.
- Advisors are working with admissions and the recruitment team to provide new students with block appointments for enrollment and advising.
- Student Life has begun hiring CAB students to assist with providing leadership and planned activities to SWIC students.
- Student Life is recruiting for club members and club advisors.
- The Graduation Committee has begun meeting to prepare for our 2022 Graduation ceremony. Plans have been made with consideration of working within COVID restrictions and a plan with limited restrictions.

Ms. Chambers reported feedback received from faculty and staff from the Fall Campus Kickoff events was very positive. Looking forward, she would always want to increase attendance at these events.

### **EXECUTIVE SESSION**

*Mr. Raftopoulos moved, seconded by Ms. Soehlke, to move into Executive Session at 5:39 p.m. to discuss personnel (5 ILCS 120/2(c)(2) and property acquisition (5 ILCS 120/2(c)(5)). Upon a roll call vote,*

*those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke, and Mr. Morton. Nays: none. Absent: none. PASSED*

*There was consensus to return to regular session at 6:59 p.m.*

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

No action was taken as a result of Executive Session.

**OMNIBUS VOTE**

Trustees Raftopoulos and Soehlke and Chairman Morton agreed to an omnibus vote for the items on the Personnel, Programs and Services Committee agenda.

**RESIGNATIONS**

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

Mia-Ransom-Harris, Accountant II	COB August 20, 2021
Dana Woods, Medical Asst Coord/Instr	COB August 13, 2021
Sarah Gruenewald, Grant Specialist, AE	COB August 13, 2021

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

**RETIREMENT NOTIFICATION**

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

Lisa Atkins, Director of Adult Education	COB July 31, 2021
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Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees accept the retirement notification as presented. The motion carried. (This item will appear on the consent agenda.)

**APPOINTMENTS**

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

Hannah Magee to the full-time administrative position of Academic Advisor effective September 1, 2021 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Morgan Myers to the full-time administrative position of Athletic Trainer effective August 19, 2021 at an annual salary of \$51,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Casey Robacker to the full-time administrative position of Internal Communications Specialist effective September 1, 2021 at an annual salary of \$54,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators;

Nicole Blanson to the full-time administrative position of Career and Employment Specialist effective September 1, 2021 at an annual salary of \$47,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Glenna Wiegard to the full-time full-time SWIC EE position of Systems Services Specialist at the Belleville Campus with district-wide responsibilities effective September 1, 2021 at an annual salary of \$37,055 in accordance with the SWIC EE Collective Bargaining Agreement; and

Kloe Harris to the full-time SWIC EE position of Accounts Receivable Clerk (Evening) effective September 1, 2021 at an annual salary of \$32,812 in accordance with the SWIC EE Collective Bargaining Agreement.

Trustee Hannon asked if anybody on this list is related to anybody at the college. Board Chair Blomenkamp questioned Ms. Moyer if Human Resources could get a subscription to ancestry.com to obtain documentation concerning future employees' relationships to current employees. Mr. Hannon has previously stated the reason our enrollment is down is due to nepotism. Ms. Moyer replied it is possible. Trustee Soehlke stated we need to stay a united Board and continue to look forward.

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

### **AUTHORIZATION TO HIRE**

Chief HR and Operations Officer Moyer presented the following requests to hire:

three part-time Custodians effective September 1, 2021 at an hourly rate of \$13.66, subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 148:

Carlos Briggs  
Rebekah Kuehn  
DeAaron Williams;

three part-time SWIC EE positions of Physical Fitness Assistant effective August 19, 2021 at an hourly rate of \$16.50, subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600 and the receipt of pending information:

Bo Burkhart  
Jonathan Brandt  
Angela Vanlandingham;

full-time and part-time members in the Belleville AmeriCorps program for the 2021/2022 Program Year:

Cassady Moynihan  
Darian Brown  
Jesse Rodriguez  
Joelli Wahlig  
Joseph Thielemann  
Megan Devine

Rebecca Ledee  
Ryan Weber  
Whitney Simmons;

part-time instructors on an emergency basis effective August 16, 2021:

Ryan Beck, HVAR  
Brian Evans, Biology  
Gabriel Helwig, Welding  
Sierra Carmichael, Medical Assistant  
Ashley Coburn, Nursing Education  
Emma Cruthis, Math  
Dawn Striker, Music.

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

**AUTHORIZATION TO TRANSFER**

Chief Human Resources and Operations Officer Moyer presented a request to transfer Clarie Jefferson from her current position as Part-time Instructor, Practical Nursing, to the grant-funded temporary position of part-time LPN Tutor effective August 19, 2021 and not to extend beyond December 16, 2021.

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

**AUTHORIZATION TO CREATE AND TO ADVERTISE**

Ms. Moyer presented a request to create and to advertise the following position:

full-time administrative position of Accountant I, salary grade 2 per the Administrator pay scale.

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

**REQUEST TO CONTINUOUSLY ADVERTISE**

Ms. Moyer presented a request to continuously advertise the following vacancy openings:

ATS Drivers  
Part-time Faculty (33) in Business, Health Sciences & Homeland Division programs.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the continuous advertisement of vacancy openings as presented. The motion carried.

**AUTHORIZATION TO ADVERTISE**

Ms. Moyer presented the following requests to advertise:

Full-time Administrative Position: Director of Student Finance  
Full-time Administrative Position: Accountant II

Full-time Administrative Position: Director of Adult Education  
Full-time SWIC EE Position: Grant Specialist for Adult Education  
Part-time SWIC EE Position: Help Desk Technician  
Part-time SWIC EE Position: Special Projects Coordinator  
Part-time SWIC EE Position: General Lab Technician Assistant

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the requests to advertise as presented. The motion carried.

### **INTERIM ADULT EDUCATION STAFFING RESOURCES**

Chief HR and Operations Officer Moyer presented a request to assign Mereadith Shivers and Leslie Wagner to carry out Adult Education operations and grant activities each with a \$750 monthly stipend while the college advertises the vacancy of Director of Adult Education.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the request to assign Mereadith Shivers and Leslie Wagner as presented. The motion carried. (This item will appear on the consent agenda.)

### **RATIFICATION OF FOUNDATION BOARD APPOINTMENT**

Chief Administrative Services Officer Bernie Ysursa presented a request to ratify the appointment of Jeanne Dalman to serve on the Foundation Board of Directors effective July 20, 2021. Foundation By-laws require names to be submitted to the college's Board of Trustees for ratification.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the request to ratify the appointment of Jeanne Dalman to serve on the Foundation Board of Directors as presented. The motion carried. (This item will appear on the consent agenda.)

### **MONTHLY NOTIFICATION OF PART-TIME PERSONNEL ACTIONS**

Chief HR and Operations Officer Moyer presented a request to ratify the monthly notification of part-time personnel report for July 2021. There are a total of 12 newly hired employees; six Persons of Interest; one termination; and two declinations of employment on the July 2021 report.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees ratify the actions taken on the July 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, September 13, 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 7:25 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees