

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**November 8, 2021**

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

**CALL TO ORDER**

Chairman Campo called the meeting to order at 5:30 p.m.

**APPROVAL OF MINUTES**

Chairman Campo stated there were no minutes to approve and called attention to everyone that the minutes are now two months behind.

**AGREEMENTS**

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

- agreement between St. Elizabeth's Hospital of the Hospital Sisters of the Third Order of St. Francis and Southwestern Illinois College, District #522 to allow students in the Pharmacy Technician program to participate in clinical experience;
- agreement between St. Luke's Des Peres Hospital and Southwestern Illinois College, District #522 to allow students in the Respiratory Care program to participate in clinical experience; and

- agreement between Protestant Memorial Medical Center and Southwestern Illinois College, District #522 to allow students in the Pharmacy Technician program to participate in clinical experience.

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

### **STUDENT SERVICES UPDATE**

Interim Chief Student Services Officer Danielle Chambers presented the following Student Services update:

- Career Services has received the approval for SWIC to become a Registered Sponsor for apprenticeships with the US Department of Labor.
- Career Department is developing relationships with local businesses and department chairs to secure employment leads for SWIC graduates.
- Student Services/Advising has put together folders for all incoming and current students to educate and advise them on important information/updates and their responsibilities as students.
- Student Services is in the process of creating “How Videos” to inform students on how to complete essential functions in their eSTORM account.
- Disability and Access Center is exploring new tracking methods to determine the success rate of students with accommodations.
- Our Financial Aid staff is visiting high schools to provide high school seniors with FAFSA assistance.
- Student Services has developed a Newsletter that will be distributed among students and faculty to ensure effective communication about changes and highlights within our division.

### **2021-2022 AND 2022-2023 ACADEMIC CALENDARS**

Chief Academic Officer Gina Segobiano presented a request to amend the 2021-2022 and the 2022-2023 Academic Calendars to observe a new federal holiday, Juneteenth Day, which will be observed June 20, 2022 and June 19, 2023. The summer course schedule will also be adjusted to ensure the required amount of instructional contact time is afforded for students taking summer courses.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees amend the 2021-2022 and the 2022-2023 Academic Calendars as presented. The motion carried. (This item will appear on the consent agenda.)

### **CURRICULUM FOR NEW PROGRAMS**

CAO Segobiano presented a request to approve the curriculum for the new programs of Ag Business Management and Diagnostic Medical Sonography. The new certificate and degree require Board of Trustees approval prior to submitting the application to ICCB and HLC.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve the curriculum for the new programs. The motion carried. (This item will appear on the consent agenda.)

### **COURSE FEES**

Dr. Segobiano presented a request to approve the course fees in Aviation, Accounting, EMS and MLT presented during the Fall 2021 Curriculum Committee meetings.

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

### **EXECUTIVE SESSION**

*Mr. Raftopoulos moved, seconded by Ms. Soehlke, to move into Executive Session at 5:45 p.m. to discuss personnel (5 ILCS 120/2 (c)(1) and collective bargaining (5 ILCS 120/2(c)(2). Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke, and Mr. Campo. Nays: none. Absent: none. The motion carried.*

*There was consensus to return to regular session at 6:30 p.m.*

### **RETIREMENT NOTIFICATIONS**

CAO Segobiano presented the following retirement notifications:

Thomas Bilyeu, full-time faculty member in the Business Division and Coordinator for Management &U Marketing, effective close of business December 31, 2022 per Article 15 of the Full-time Faculty Union Memorandum of Understanding to participate in the Retirement Incentive Program; and

Matt Swinford, full-time faculty member in the Business Division and Coordinator for Cybersecurity & Networking, effective close of business August 1, 2023 per Article 15 of the Full-time Faculty Union Memorandum of Understanding to participate in the Retirement Incentive Program. Trustee Hannon recommended beginning the search now to replace this position.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve the retirement notifications of Thomas Bilyeu and Matt Swinford as presented. The motion carried. (These items will appear on the consent agenda.)

## **RESIGNATIONS**

Dr. Segobiano presented a request to accept the resignation of Carole Presson, Assistant Professor of Administration of Justice program effective close of business December 22, 2021.

CFO Missy Roche presented a request to accept the resignation of Susan Leahy, Director of Finance, effective close of business January 4, 2022.

Director of Human Resources Marisa Ruser presented a request to accept the resignation of Nicole Snedigar, Assistant Human Resources Director, effective close of business September 30, 2021.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees accept the resignations of Carole Presson, Susan Leahy and Nicole Snedigar as presented. The motion carried. (These items will appear on the consent agenda.)

## **APPOINTMENTS**

The committee agreed to an omnibus vote for the appointments.

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

- Sarah Galbraith to the full-time SWIC EE position of Administrative Assistant to the Dean of Arts & Sciences effective January 3, 2022 at an annual salary of \$34,855 in accordance with the SWIC EE Collective Bargaining Agreement;
- Michael Craig to the full-time SWIC EE position of Shipping/Receiving Coordinator effective December 1, 2021 at an annual salary of \$37,055 in accordance with the SWIC EE Collective Bargaining Agreement;
- Stefan Schoemehl to the full-time SWIC EE position of Instructional Technology Manager at the Belleville Campus with district-wide responsibilities effective January 3, 2022 at an annual salary of \$60,000 in accordance with the SWIC EE Collective Bargaining Agreement;
- Chelsey Mikuleza to the full-time administrative position of Financial Aid Technical Specialist effective November 18, 2021 at an annual salary of \$46,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;
- Cynthia (Casey) Parker to the full-time administrative position of Coordinator of Culinary and Food Truck Operations effective December 1, 2021 at an annual salary of \$50,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

- Mereadith Shivers to the full-time administrative position of Director of Adult Education effective November 18, 2021 at an annual salary of \$90,000, salary grade 7, and subject to the provisions of the Personnel Procedures for Administrators;
- Michele Jako to the full-time administrative position of Director of Payroll effective January 3, 2022 at an annual salary of \$81,000, salary grade 6, and subject to the provisions of the Personnel Procedures for Administrators;
- Myki Rhodes to the full-time administrative position of Director of Student Finance effective December 1, 2021 at an annual salary of \$72,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;
- Bethany Phillips to the full-time grant-funded LPN/Nurse Assistant Instructor effective December 1, 2021 at an annual base salary of \$50,951 in accordance with the FT Faculty Memorandum of Understanding;
- Courtney Whipple to the full-time grant-funded LPN/Nurse Assistant Instructor effective December 1, 2021 at an annual base salary of \$50,951 in accordance with the FT Faculty Memorandum of Understanding;
- Rebekah Kuehn, David Cange, and Timothy Cange to the full-time position of Custodian effective December 1, 2021 at an hourly rate of \$21.15 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116.

The motion carried. (These items 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:

- Michelle Carroll to the part-time twelve-month position of Administrative Assistant at the Sam Wolf Granite City Campus effective November 18, 2021 at the hourly rate of \$14.38 with a maximum of 28 hours per week in accordance with the SWIC EE Collective Bargaining Agreement;
- Christopher Parciak to the part-time SWIC EE position of Library Services Assistant effective December 1, 2021 at an hourly rate of \$11.11 in accordance with the SWIC EE Collective Bargaining Agreement;
- Brad Dietrich to the part-time SWIC EE position of Physical Fitness Assistant effective November 18, 2021 at an hourly rate of \$16.50 in accordance with the SWIC EE Collective Bargaining Agreement;

- Douglas Fitzpatrick, George Tillman and Alexander Maxwell to the part-time grant-funded SWIC EE positions of ATS Driver effective December 1, 2021 at an hourly rate of \$15.00 each for up to 28 hours per week based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule;
- Lisa Jellum (Health & Science); Christopher Strangeman (History); Faith Fields (Nursing Education); Amy Signore (Nursing Education); Maria Sutherland (Nursing Education); and Daniel McCoy (Music) as part time instructors for the Spring 2022 term effective January 10, 2022 with salary determined based on education attainment and number of credit hours assigned;
- Bethany Phillips (effective 10/18/21) and Carmen Potter (effective 10/19/21) as part-time Practical Nursing Clinical Instructors with salary determined based on education attainment and number of credit hours assigned;
- Makayla Cumins and Catrina Harrington to the part-time positions of Custodian at the Sam Wolf Granite City Campus effective December 1, 2021 at an hourly rate of \$14.07 each subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148;
- Ed Martz (softball); Bo Burkhart (men's basketball); Jonathan Denney (women's basketball); Brad Dietrich (women's soccer); and Jonathan Brandt (baseball) to the part-time Tier III coaching positions for FY22 at a rate of \$3,500 each; and
- Jan Worms as a part-time member in the Belleville AmeriCorps program for the 2021/2022 Program Year.

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

#### **AUTHORIZATION TO CREATE AND TO ADVERTISE**

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

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

- create and advertise the full-time administrative position of SharePoint Administrator at salary grade 7 per the Administrator pay scale;
- create and advertise two full-time administrative positions of Academic Advisor and Intake Specialist at salary grade 2 per the Administrator pay scale; and
- create and advertise two part-time SWIC EE positions of Success Programs Support Specialist primarily assigned to the Belleville Campus with districtwide duties supporting

the Testing Centers and Success Centers at a starting salary of \$14.53 per hour up to 28 hours per week.

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

**AUTHORIZATION TO TRANSFER**

CAO Segobiano presented a request to transfer Elizabeth Farar from her current position of Special Projects Coordinator HSE (part-time grant-funded) to Special Projects Coordinator Vocational (part-time grant funded) effective November 18, 2021. Mrs. Farar has extensive experience working with the target population served in the Adult Education and Literacy departments.

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

**AUTHORIZATION TO CONTINUOUSLY ADVERTISE AND TO ADVERTISE**

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

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

- full-time faculty positions anticipated for the Fall 2022 term: Earth Science; Biology; Art; and Engineering;
- full-time administrative position of Assistant Instructional Technology Manager; salary grade 2
- full-time administrative position of Assistant Director of Adult Education; salary grade 3;
- full-time administrative position of Director of Finance; salary grade 7;
- full-time administrative position of Accountant I; salary grade 2;
- full-time administrative position of Curator/Facility Coordinator of the Schmidt Art Center; salary grade 3; note: Trustee Campo stated the Curator and an additional employee should be assigned to the Art Center;
- full-time administrative position of Recruitment and Retention Specialist; salary grade 1;
- full-time grant-funded administrative position of Human Resources Business Partner, ATS; salary grade 3;

- full-time administrative positions currently occupied by an Interim placement: Associate Director of Student Services; Director of Financial Aid and Student Services; Chief Student Services Officer; Manager of Auxiliary Services; Associate Director, Campus and Community Liaison; and Associate Director, Recruitment and Outreach;
- full-time grant-funded administrative position of Academic Specialist with the TRIO Student Support Services program at the Sam Wolf Granite City Campus; salary grade 1;
- full-time SWIC EE position of Accounts Payable Specialist;
- full-time SWIC EE position of Accounts Receivable Student Accounts;
- part-time SWIC EE position of Shipping and Receiving Clerk (2);
- part-time SWIC EE position of Digital Print Technician;
- part-time SWIC EE position: English Specialist Success Center (2);
- part-time SWIC EE position of Physical Sciences Specialist Success Center;
- part-time SWIC EE position of Math Specialist Success Center; part-time SWIC EE position of Special Project Coordinator HSE at the Sam Wolf Granite City Campus; and
- full-time faculty for Administration of Justice.

The motion carried.

#### **MONTHLY NOTIFICATION OF PART-TIME PERSONNEL FOR OCTOBER 2021**

Director of Human Resources Marisa Ruser presented the part-time personnel actions for October 2021. There were eight newly-hired personnel; six Persons of Interest; one SWIC EE termination; and two SWIC EE declinations of employment.

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve the part-time personnel actions for October 2021. The motion carried. (This item will appear on the consent agenda.)

#### **OTHER COMMITTEE RELATED BUSINESS**

Chair Campo recommended the committee discuss Board Policy 3005 (as it pertains to the return to work of SURS annuitants) at the next meeting on December 6, 2021.

**ADJOURNMENT**

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to adjourn the meeting at 7:40 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Board Secretary