

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**September 14, 2022**  
**5:30 p.m.**

Committee members present:	Steve Campo, Chairman Nick Raftopoulos
Committee member absent:	Sara Soehlke
Trustees present:	Charles Hannon Robert G. Morton Richard Roehrkas
Administrators present:	Nick J. Mance Linda Andres Danielle Chambers Sue McClure Gina Segobiano, Ed.D. Robert Tebbe Bernie Ysursa
Attorney present:	Garrett Hoerner

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Campo, to approve the minutes of the regular meeting of August 10, 2022 and the Executive Session of August 10, 2022 as presented. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke.  
**PASSED**

**GRANTS AND AGREEMENTS**

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees accept the following grants; approve the following agreements; approve the intergovernmental agreement for Basic Corrections Officer Certificate program; approve course fees for flight training; and accept the Student Services report:

- renewal grant from the Office of the Secretary of State, Illinois State Library in the amount of \$36,074 for the period July 1, 2022 through June 30, 2023 for the Adult Education “Project READ Adult Volunteer Literacy Program”;
- new Community College Collaborations with Early Adopters of College and Career Pathway Endorsements grant from Education Systems Center at NIU (EdSystems) in the

amount of \$24,000 for the period May 1, 2022 through January 1, 2024 to create secondary and postsecondary collaboration whereby earners of the college and career pathway endorsement have a unique 'currency' in the postsecondary space as a result of their efforts;

- renewal affiliation agreement with Chestnut Health Systems to allow students in the Medical Assistant program to participate in clinical experience;
- new affiliation agreement with CVS Health to allow students in the Pharmacy Technician program to participate in clinical experience;
- renewal affiliation agreement with Gateway Regional Medical Center to allow students in the Radiologic Technology program to participate in clinical experience;
- renewal affiliation agreement with HSHS Illinois to allow students in the Health Sciences program to participate in clinical experience;
- new articulation agreement with McKendree University to allow students who complete the Associate in Arts degree at SWIC to earn a Bachelor of Science in Education-Elementary Education degree at McKendree;
- new Transitional Math Partnership agreement with Triad CUSD2/Triad High School to offer the STEM transitional math course in accordance with Postsecondary and Workforce Readiness Act;
- new Transitional Math Partnership agreement with Granite City School District/Granite City High School to offer the Quantitative Literacy and Statistics transitional math course in accordance with Postsecondary and Workforce Readiness Act;
- new Running Start agreement template for the 2023-2024 academic year to provide the framework for the Running Start program and to increase the cost to \$4319 per year based on calculation with updated tuition and fee increases;
- new Running Start agreement template for Homeschooled Students for the 2023-2024 academic year to provide the framework for the Running Start program for Homeschooled Students and to increase the cost to \$4319 per year based on calculation with updated tuition and fee increases;
- new NetTutor agreement for 2022-2023 to provide additional resources for student population for upcoming academic year with the use of GEERS/Learning Renewal Funding;
- renewal Southwestern Illinois College and LWA-24 for Workforce Innovation and Opportunity Act (WIOA) agreement for eligible students enrolled in approved SWIC degree or certificate programs to receive funding for free tuition by/through LWA-24;
- renewal Southwestern Illinois College and LWA-24 for Workforce Innovation and Opportunity Act (WIOA) agreement to provide one-fourth of a full-time employee

(minimum ten hours per week) to work in the resource room at the Worknet Center in Belleville;

- new Intergovernmental Agreement for Basic Corrections Officer Certificate Program;
- course fees for aviation course fees tied to flight instruction; and
- accept Student Services Highlights/Updates report dated August 26, 2022 (appears below).

Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke. The motion carried. (The grants, agreements, and course fees will appear on the consent agenda.)

### **STUDENT SERVICES HIGHLIGHTS**

Chief Student Services Officer Danielle Chambers provided the following report:

Our Student Services Division continues to assist our students to ensure that they have a positive educational experience. Below are our monthly highlights/updates:

- Student Life hosted New Student Orientation and Campus Kick-off on August 11 & 12 at Belleville Campus and August 17 at Sam Wolf Granite City Campus. More than 500 students and their guests attended the sessions. Red Bud Campus Kick-off is scheduled for August 30 & 31.
- College Activities hosted Fall '22 Welcome Week August 22-26 with activities that included student meet and greets, free donuts, and Welcome Waffles. Activities took place at the Belleville Campus, Sam Wolf Granite City Campus, Red Bud Campus and East St Louis Higher Education Center.
- As of August 26, 2022, in our advising office we serviced a total of 2749 students in the month:
  - BC 1957- average 34 min wait
  - GC 669-average 6 min
  - RBC- 123- average 1 min
- A process has been confirmed on how to address the new IL law requiring Higher Education to release transcripts to employers and other educational institutions for students who have an outstanding balance.
- Careers have begun planning for their annual job fair with Veterans Services of IDES that will take place in November.

### **EXECUTIVE SESSION**

*Mr. Raftopoulos moved, seconded by Mr. Campo, to move into Executive Session at 5:37 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 and Mr. Campo. Nays: none. Absent: Ms. Soehlke. The motion carried.*

*There was consensus to return to regular session at 6:08 p.m.*

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

There was no action taken as a result of Executive Session.

### **PERSONNEL ISSUES**

Chairman Campo entertained an omnibus vote for all remaining topics on the agenda and to place on the consent agenda those items that require Board approval. There was agreement from the committee.

### **RESIGNATIONS**

Jennika Smith, Assistant Professor of English;  
Tanisha Thomas, Workforce Equity Student Service Specialist;  
Tiffany Smith, Workforce Equity Student Service Specialist;  
Holly Dinkelman, PALS Coordinator;  
Sean FitzGibbons, Curator and Facility Coordinator of the William & Florence Schmidt Art Center;  
and  
Daniel Neuwirth, Network Operations Manager.

### **RETIREMENT NOTIFICATIONS**

Jim Haverstick, Associate Director-Marketing, Communications and Public Information	COB 12-31-22
Richard Spencer, Professor of Philosophy	COB 08-05-24
Shauna Scribner, Coordinator/Instructor of Computer Aided Design Program	COB 07-31-24
Steven Bushong, Professor of Cybersecurity and Networking	COB 07-31-24

### **APPOINTMENTS**

Charlean Paige to the full-time grant-funded SWIC EE position of Literacy/ESL Secretary effective October 3, 2022 at an annual salary of \$30,927 in accordance with the SWIC EE Collective Bargaining Agreement;

Shannon Meier to the full-time SWIC EE position of Administrative Assistant to the Dean of Business, Health Sciences and Homeland Security effective October 3, 2022 at an annual salary of \$41,496 in accordance with the SWIC EE Collective Bargaining Agreement;

Kristina Beck to the full-time administrative position of Academic Advisor and Intake Specialist effective October 3, 2022 at an annual salary of \$46,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators;

Danielle McGill to the full-time grant-funded SWIC EE position of ATS Driver effective October 3, 2022 at an hourly rate of \$21.32 and a projected 40-hour work week in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule; and

Juergen Huettner to the full-time grant-funded administrative position of Director of Housing & Campus Management at the Southwestern Illinois Justice and Workforce Development Campus effective October 3, 2022 at an annual salary of \$58,000 and subject to the Personnel Procedures for Administrators.

### **AUTHORIZATIONS TO HIRE**

Preston Groves to the part-time SWIC EE position of Computer Support Technician at the Belleville Campus effective October 3, 2022 at an hourly rate of \$18.03 for up to 28 hours per week in accordance with the SWIC EE Collective Bargaining Agreement;

Susan Harwell to the part-time SWIC EE position of Library Services Assistant effective October 3, 2022 at a hourly rate of \$12.00 for up to 28 hours per week in accordance with the SWIC EE Collective Bargaining Agreement;

Vanessa Gavin-Lowery to the part-time SWIC EE position of Campus Support Assistant at the Sam Wolf Granite City Campus effective October 3, 2022 at an hourly rate of \$13.79 for up to 28 hours per week in accordance with the SWIC EE Collective Bargaining Agreement;

Joseph Thielemann to the part-time SWIC EE position of Math and Science Specialist at the Sam Wolf Granite City Campus effective October 3, 2022 at an hourly rate of \$25.61 for up to 28 hours per week in accordance with the SWIC EE Collective Bargaining Agreement;

Freddie Biggs, Jr. and Gregory Lewis to the part-time grant-funded SWIC EE positions of ATS Driver effective October 3, 2022 at an hourly rate of \$18.27 for up to 28 hours per week in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule;

part-time instructors on an emergency basis effective August 22, 2022:

Rebecca Jeyes	English
Donna White	Sociology/Anthropology
Daniel Morris	Industrial Technology
Jason Lubiewski	HVAR
Stephanie Wilcox	Sign Language Studies;

Kipkenei Chepkoi and Traci McDaniel as full-time members in the Belleville AmeriCorps Program for the 2022/2023 program year;

coaching contracts for the 2022-2023 academic year:

#### **Tier I Position-Head Coach**

Men's Golf	Douglas Wilkinson	\$8,000
Women's Golf	Douglas Wilkinson	\$8,000

#### **Tier II Position-Asst Coach**

Men's Soccer	Chris Anzalone	\$6,200
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#### **Tier III Position-Asst Coach**

Baseball 2nd Assistant	Jeff Wetzler	\$3,500.
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### **AMENDED EMPLOYMENT START DATES**

Elizabeth Farar, AEL Grant Manager	September 1, 2022
Lachelle Dowell, Out of School Youth Coord	September 1, 2022
Evelin Calderon	August 25, 2022.

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

Full-time administrative position: Grant Compliance Specialist  
Full-time administrative position: Grant Manager  
Full-time administrative position: Student Services Registrar

### **AUTHORIZATION TO ADVERTISE**

Full-time Administrative Position: Network Operations Center Manager  
Part-time SWIC EE Position: Access Specialist  
Full-time SWIC EE Position: Access Technology Accommodator  
Full-time Administrative Position: Student Services Coordinator  
Part-time SWIC EE Position: PALS Coordinator  
Full-time Administrative Position: Associate Director of Marketing, Communication and Public Information  
Full-time Administrative Position: Student Service Specialist (2)  
Full-time Administrative Position: Curator/Facility Coordinator of the Schmidt Art Center  
Part-time Custodial Position (2)  
Full-time Faculty Position: English  
Part-time SWIC EE Position: Data Entry Office Specialist  
Full-time SWIC EE Position: Scheduling Coordinator  
Full-time Faculty Position: Health and Exercise Science  
Full-time SWIC EE Position: Administrative Assistant to Dean of Business, Health Sciences and Homeland Security  
Coordinator/Instructor of Physical Therapy Assistant Program  
Part-time Non-union CAD Lab Technician

### **MONTHLY NOTIFICATION OF PART-TIME PERSONNEL FOR AUGUST 2022**

There were 45 newly-hired positions; two Persons of Interest; two terminations; and one declination of employment.

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees approve the personnel items as presented. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke. The motion carried. (These items will appear on the consent agenda.)

### **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, October 12, 2022 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Raftopoulos moved, seconded by Mr. Campo, to adjourn the meeting at 6:13 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees