

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

Committee members present:	Steve Campo, Chairman Nick Raftopoulos
Committee member absent:	Sara Soehlke
Trustees present:	John Blomenkamp Charles Hannon Robert G. Morton Richard Roehrkasse
Administrators present:	Nick J. Mance Linda Andres Danielle Chambers Sue McClure Missy Roche 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 October 12, 2022 and the Executive Session of October 12, 2022 as presented. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke. **PASSED**

**GRANT AND AGREEMENTS; GIFT TO THE COLLEGE; COURSE FEES; AND CURRICULUM**

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees accept the following grant; approve the following agreements; accept a gift to the college; approve course fees for new courses; and approve the curriculum:

- continuation of the Illinois Department on Aging grant for the Senior Health Insurance Program (SHIP) in the amount of \$2,500 for the period October 15, 2022 through March 31, 2023 to cover costs associated with supporting the SHIP counselors and their needs to assist seniors with access to benefits;

- new facility use agreement/memorandum of understanding with Academic and Character Development Center, Cahokia School District to offer adult education classes July 1, 2022 through June 30, 2023;
- renewal of memorandum of agreement with St. Clair County Regional Office of Education to offer HSE, Career Exploration, and Soft Skills classes July 1, 2022 through June 30, 2023 at the SWIC Belleville Campus;
- renewal facility use agreement/memorandum of understanding with Madison Student Support Center and Madison CUSD 12 to offer Education to Career Program classes July 1, 2022 through June 30, 2023;
- renewal facility agreement with Fairview Heights Medical Group to allow students in the Respiratory Care program to participate in clinical experience;
- new facility agreement with Gateway Regional to allow students in the Pharmacy Technician program to participate in clinical experience;
- new agreement with EmpowerMe Wellness to allow students in the Physical Therapist Assistant program to participate in clinical experience;
- a Falcon 10 Aircraft to the Aviation Maintenance-Industrial Training Center;
- course fees for new courses; and
- new Business Administration AAS degree with subplans of Management, Human Resources, Marketing, Office Technology, and E-Sports; and new Agronomy AAS degree.

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.)

### **STUDENT SERVICES HIGHLIGHTS**

Chief Student Services Officer Danielle Chambers presented the following report and stated our Student Services Division continues to assist our students to ensure they have a positive educational experience. Below are the monthly highlights/updates:

- In coordination with the Veterans Services division of Illinois Department of Employment Security, SWIC's Careers Staff organized the annual Fall Job Fair with a large number of vendors and more than 150 job seekers. This represented about three times as many job seekers as attended the Fall 2021 job fair. Based on the interest of employers and SWIC departments, the department will begin exploring the possibility of offering smaller, more frequent job fairs in the future, based on occupational sectors. This will allow a more targeted approach that will also enhance the ability of SWIC technical and career education departments to engage with job seekers and employers.

- The Career, Advising, and DAC staff have joined a training with the Success Center that will enhance our ability to coach and advise students for success during their educational journey and employment seeking. This training is facilitated by coaching.edu and last 26 weeks. The plan is to get all advisors through this training. Training begins Tuesday November 29, 2022.
- Phi Theta Kappa is holding the Fall '22 induction ceremony on Thursday, Dec. 8 at 6 p.m. in the MC Theatre. New members dating back to Spring 2020 have all been invited to take part in the induction ceremony since this is the first ceremony since COVID-19 restrictions limited group gatherings. There will be a reception in the Theatre Lobby immediately following the ceremony.
- Student Life hosted the SWIC Holiday Food Drive. Currently, bags of food for students are being collected and will be handed out districtwide Dec 7-9, 2022. Students can sign up to receive a food bag at a link provided to them through email. This event was the beginning of a food pantry that will begin in the Spring out of the Student Life office. (Update: Over one hundred bags of food were distributed.)

### **EXECUTIVE SESSION**

*Mr. Campo moved, seconded by Mr. Raftopoulos, to move into Executive Session at 5:40 p.m. to discuss personnel (5 ILCS 120/2(c)(1)); collective bargaining (5 ILCS 120/2(c)(2); and litigation (5 ILCS 120/2(c)(11). 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 6:00 p.m.*

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

No action was 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**

Yasin Jackson, Student Life and Diversity and Inclusion Coordinator	COB 11.22.22
Kevin Tharp, Commissioned Public Safety Officer BC	COB 12.06.22
Jarae Weatherby, Commissioned Public Safety Officer, BC	COB 11.18.22
Cory Kraus, Commissioned Public Safety Officer, BC	COB 11.25.22
Caitlyn Accardi, Accountant I	COB 12.02.22
Melissa Roche, Chief Financial Officer and Board Treasurer	COB 12.15.22

### **RETIREMENT NOTIFICATION**

Laura McKinney, Administrative Assistant to the Dean, effective COB April 30, 2023.

## **APPOINTMENTS**

Linda Wegrzyn to the full-time administrative position of Grants Manager effective January 3, 2023 at an annual salary of \$50,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

John Allred to the full-time grant-funded SWIC EE position of ATS Driver effective January 5, 2023 at an hourly rate of \$21.32 based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule and a projected 40-hour work week;

Angela Jackson to the full-time grant-funded SWIC EE position of Safety and Training Coordinator ATS effective January 5, 2023 at an hourly rate of \$20.91 based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule for up to 40 hours per week;

Ron Perigen to the full-time Lead Maintenance Worker-Days position at the Belleville Campus effective January 3, 2023 at an additional \$3.00 per hour for hours worked as a Lead Maintenance Worker;

Thomas Potter and Julia Howard to the two full-time positions of Custodian at the Belleville Campus effective January 17, 2023 at an hourly rate of \$21.15 and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116, Service Employees Union;

Paula Haniszewski to the full-time administrative position of Director of the Schmidt Art Center effective January 17, 2023, salary grade 7, and subject to the provisions of the Personnel Procedures for Administrators;

Angela McVey to the full-time SWIC EE position of Foundation Support Specialist effective February 1, 2023 at an annual salary of \$35,204 in accordance with the SWIC Educational Employee Collective Bargaining Agreement;

Jennifer Wilson to the full-time position of English Instructor effective January 3, 2023 at an annual salary of \$51,461 following salary schedule placement Step 1 in accordance with the Collective Bargaining Agreement between Southwestern Illinois College, District #522 and Faculty Union Local;

Dr. Yu-Hung Corey Lin to the full-time position of Chemistry Instructor effective June 1, 2023 at an annual salary of \$57,659 following salary schedule placement Step 1/PHD in accordance with the Collective Bargaining Agreement between Southwestern Illinois College, District #522 and Faculty Union Local;

Judith Martin to the full-time SWIC EE position of General Laboratory Technician-Biology effective January 3, 2023 at an annual salary of \$33,141 in accordance with the SWIC Educational Employee Collective Bargaining Agreement;

Angela Rovnyak to the full-time SWIC EE position of General Laboratory Technician-Physical Sciences effective January 3, 2023 at an annual salary of \$33,141 in accordance with the SWIC Educational Employee Collective Bargaining Agreement;

Susan Cantonwine to the full-time grant-funded administrative position of Coordinator of Success Coaching with district-wide responsibilities effective January 3, 2023 at an annual salary of \$47,000, salary grade 2, in accordance with the Personnel Procedures for Administrators and the continued receipt of external funding; and

Dewey Pruitt to the full-time SWIC EE position of Math and Science Academic Specialist at the Belleville Campus effective January 3, 2023 at an annual salary of \$33,141 in accordance with the SWIC Educational Employee Collective Bargaining Agreement.

#### **AUTHORIZATION TO HIRE**

Timothy Stone, Shamira Abrams and Darnae Riley to the part-time grant-funded SWIC EE positions of ATS Driver effective January 5, 2023 at an hourly rate of \$18.27 for up to 28 hours per week in accordance with the current SWIC ATS IFT-AFT Local 6600 salary schedule and the continued receipt of external funding;

Kylee Skinner to the part-time position of Custodian at the Belleville Campus effective January 17, 2023 at an hourly rate of \$14.49 for up to 28 hours per week in accordance with the current collective bargaining agreement between District #522 and Local 148;

Jill Belcher to the part-time SWIC EE position of Data Entry Office Specialist effective January 3, 2023 at an hourly rate of \$18.21 for up to 30 hours per week in accordance with the current SWIC IFT-AFT Local 6600 salary schedule; and to hire Jessie Bostick to the part-time non-union position of Food Truck Operations Technician effective January 3, 2023 at an hourly rate of \$20.00 for up to nine hours per week; and

part-time instructors effective January 9, 2023:

Akiya Perry, Early Childhood Education  
Ryan Norrenberns, Sociology  
Lydia Hou, Sociology  
Jelena Nikolic, Sociology  
Taylor Bertelsmann, Communication Arts  
Barb Hunter, Psychology (SURS Annuitant).

#### **RECLASSIFICATION APPOINTMENTS**

Linda Andres to the retitled and reclassified full-time administrative position of Chief Information Officer, salary grade 10, effective December 22, 2022; and Robert Tebbe to the retitled and reclassified full-time administrative position of Chief Enrollment Development and Institutional Planning Officer, salary grade 10, effective December 22, 2022.

#### **AMENDED BOARD ACTION**

Revised employment start date of November 16, 2022 for Lyn Niermann, Special Projects Coordinator Vocational Programs.

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

Part-time grant-funded SWIC EE position of Special Project Coordinator of Marketing and Intake.

### **AUTHORIZATION TO CONTINUOUSLY ADVERTISE**

Full-time Certified Commissioned Public Safety Officers  
Full-time Commissioned Public Safety Officers  
Part-time Commissioned Public Safety Officers  
Part-time Non-Commissioned Public Safety Officers  
Part-time SWIC EE Physical Fitness Assistant

### **AUTHORIZATION TO ADVERTISE**

Full-time Administrative Position: Chief Financial Officer  
Full-time Administrative Position: Campus Executive Director, SWGCC  
Full-time Administrative Position: Student Life and Diversity and Inclusion Coordinator  
Full-time Lead Maintenance Worker-Nights  
Full-time SWIC EE Position: Administrative Assistant to the Dean, Business, Health Sciences & Homeland Security  
Full-time Instructor: Communications  
Part-time grant-funded SWIC EE Position: Special Projects Coordinator/Online HSE  
Full-time Administrative Position: Accountant I

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

Norma Bellcoff to the Foundation Board effective January 2023.

### **RATIFICATION OF PART-TIME PERSONNEL ACTIONS**

The November 2022 part-time and temporary faculty and staff actions according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

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. (Those items requiring Board approval will appear on the consent agenda.)

### **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, January 11, 2023 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 6:15 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees