

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
June 14, 2023
5:30 p.m.

Committee members present: Steve Campo, Chairman
Matthew Burke
Nick Raftopoulos

Trustees present: Sean McPeak
Mark Morton (left at 6:35p)
Dane Tippett
Tracy Vallett

Administrators present: Nick J. Mance
Linda Andres
Danielle Chambers
Sue McClure
Gina Segobiano, Ed.D.
Robert Tebbe
Jacob Wheeler
Bernie Ysursa

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Campo called the meeting to order at 6:01 p.m.

ITEMS PULLED FROM THE CONSENT AGENDA

The following items were pulled from the committee agenda:

- 5.C.3. Full-time SWIC EE Position: Administrative Assistant, Physical Plant, BC
- 5.D.1.B. Part-time Instructor: Grace Garner, AEL Remedial Studies
- 5.D.3. Part-time Grant-funded SWIC EE ATS Position: ATS Driver: Victoria Payton and Shelton Palmer, Jr.

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Mr. Burke, to approve the minutes of the regular meeting of May 10, 2023. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. **PASSED**

OMNIBUS VOTE

Mr. Burke moved, seconded by Mr. Raftopoulos, for an omnibus vote for items on the Personnel, Programs and Services agenda and to place the action items on the consent agenda for the Board of Trustees. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. **PASSED**

GRANTS AND AGREEMENTS; COURSE FEES; GIFTS TO THE COLLEGE; AND STUDENT SERVICES HIGHLIGHTS/UPDATES

- accept renewal St. Clair County Housing Authority grant in the amount of \$145,250 for the period July 1, 2023 through June 30, 2025 for the Senior Services Coordination Program to ensure that elderly persons residing in subsidized housing will continue to obtain services which allow them to remain independent for as long as possible;
- accept new Mental Health Early Action on Campus Act grant in the amount of \$177,837 for the period May 1, 2023 through June 30, 2023 to provide mental health resources for current/future student population;
- accept new Madison County Employment and Training Department Gateway Apprenticeship Hub Training grant in the amount of \$31,200 for the period July 1, 2022 through June 30, 2026 to provide tuition, books, materials, uniforms and all associated fees for up to 24 Granite City High School students participating in the Career Pathway at SWGCC to receive Certified Nurse Assistant training;
- approve new affiliation agreement with LHC Group, Inc. to allow students in the Nursing Education program to participate in clinical experience;
- approve new affiliation agreement with RuralMed/EMS to allow students in the Paramedic/EMS program to participate in clinical experience;
- approve new ten-year proprietary information agreement with Boeing Company establishing the Boeing pre-apprenticeship program to prepare students for jobs at the new Mid-America facility;
- approve State of Illinois Upward Mobility renewal agreement that will allow state employees an opportunity to advance to more challenging, higher paying positions by covering tuition and mandatory fees while the students pursue certain educational programs;
- approve 2023-2024 course fees for aviation pilot training for Fixed Wing and Rotary Wing Pilot programs provided by Ideal Aviation;
- accept gifts to the college; and
- accept the Student Services Highlights/Updates report.

STUDENT SERVICES HIGHLIGHTS

Chief Student Services Officer Danielle Chambers presented the following report and stated the Student Services Division continues to assist students to ensure they have a positive educational experience.

- Advisors are working to get students enrolled into summer classes that begin on June 3, 2023. They are also working with admissions to get High School students that were eligible for the Bridge program enrolled for summer classes.

- We had 340 students participate in the commencement ceremony. There was over 2,000 that watched virtually, in addition to the full gymnasium of family and friends. Feedback received concerning the ceremony and time was very positive.
- We continue to work with BankMobile for implementation of paperless billing. We have been meeting with BankMobile on a weekly basis to ensure a smooth process.
- Student Life finished up the Spring semester activities with Grad Week May 2-4. Students enjoyed hand, neck and back massages and visits with emotional support dogs to help relieve their finals study stress. We celebrated our SWIC graduates with a Fiesta lunch, music, a 360-selfie booth, and outdoor graduation display for photos with friends and classmates.
- Student Life decorated the Main Complex for the graduation ceremonies May 15-18 and hosted the graduation reception on May 18 in the Aramark Café.
- Thirty-two interviews were conducted for the IL Works Pre-Apprenticeship Construction Program Summer Cohort.

EXECUTIVE SESSION

Mr. Raftopoulos moved, seconded by Mr. Burke, to move into Executive Session at 6:10 p.m. to discuss collective bargaining (5 ILCS 120/2(c)(2)). Upon a roll call vote those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. PASSED

There was consensus to return to regular session at 6:23 p.m.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No action was taken as a result of Executive Session.

RESIGNATION

Jodi Gardner, Director of Adult and Caregiver Counseling Program, PSOP, effective close of business May 31, 2023.

RETIREMENT NOTIFICATIONS

Geralyn Hobbs, Administrative Assistant for Technical Education, effective close of business January 2, 2025;

Lawrence Appelbaum, CIS Associate Professor, effective close of business July 31, 2023; and

Lisa Thouvenot, Enrollment Services Specialist, effective close of business May 31, 2023.

APPOINTMENTS

Jason Pompey to the full-time administrative position of Student Services Support and Compliance Administrator effective July 17, 2023 at an annual salary of \$50,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators;

John Suarez to the full-time administrative position of Career and Employment Specialist effective July 3, 2023 at an annual salary of \$50,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators;

Sarah Gruenewald to the full-time administrative position of Recruitment and Retention Specialist effective July 3, 2023 at an annual salary of \$40,000 at salary grade 1 and subject to the provisions of the Personnel Procedures for Administrators;

Jessica Day to the full-time faculty position of Education Coordinator/Instructor effective August 14, 2023 at an annual base salary of \$53,531 for AY 2023-2024 (Step 3 of the Faculty Salary Schedule);

Keywana McDonald to the full-time faculty position of Nursing Education Instructor at the Sam Wolf Granite City Campus effective August 1, 2023 at up to two equated hours calculated according to the salary schedule for 2022-2023 AY; effective August 14, 2023 her base salary will be \$51,976 (Step 1 of the Faculty Salary Schedule);

Phyllis Schneider to the full-time faculty position of Nursing Education Instructor at the Sam Wolf Granite City Campus effective August 14, 2023 at an annual salary of \$51,976 (Step 1 of the Faculty Salary Schedule);

Renee Lynd to the full-time faculty position of Medical Assistant Instructor effective August 14, 2023 at an annual salary of \$48,976 (Step 1 of the 2023-2024 Faculty Salary Schedule);

Minecia Bland to the full-time faculty position of Phlebotomy Instructor effective August 14, 2023 at an annual salary of \$51,976 (Step 1 of the 2023-2024 Faculty Salary Schedule); and

Anthony Perez to the full-time faculty position of EMT/Paramedic Instructor effective August 14, 2023 at an annual salary of \$48,976 (Step 1 of the 2023-2024 Faculty Salary Schedule)

HIRE

the following part-time instructors:

Fran Etter, AEL Remedial Studies-ESL Program w/additional duties (August 1, 2023);

Chitnapha (DeeDee) Hassan, AEL Remedial Studies-ESL Program w/additional duties (August 1, 2023);

Susan Thomas, Health Related Occupation Instructor (June 1, 2023);

Connor Barnard, PTNU, Industrial Technology Lab Technician (May 16, 2023); and

Willie Harris, PTNU Grant-funded Position to support the Construction Management/IDOT Pre-Apprenticeship Program at the Wyvetter H. Younge Higher Education Campus (June 22, 2023).

the following part-time employees:

Danielle Hernandez, AEL Administrative Assistant, SWGCC (July 17, 2023);

Mariia Kharlacheva, Special Projects Coordinator-ESL, BC (July 3, 2023);

Stephanie Molina, Special Projects Coordinator Online-HSE (July 3, 2023); and

Dennis Barnett, Radiology Technology LACE Instructor (July 3, 2023).

the following individuals to the part-time grant-funded positions of ATS Driver effective July 6, 2023 at an hourly rate of \$18.27 based on the SWIC ATS Local 6600 Salary Schedule for up to 28 hours per week and the continued receipt of external funding:

Shatalia Dorrrough
Jocelyn West
Ronald Mitchell
Carmella Collier
Kiea Edwards
Alan Higgins
Kalisa Pitts
Marlow Ferguson, Sr;

Percy Matkins to the part-time grant-funded position of ATS Reservationist effective June 22, 2023 at an hourly rate of \$19.75 for up to 28 hours per week based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule and the continued receipt of external funding.

Sue Counsell to the part-time SWIC EE position of Campus Support Assistant at the Sam Wolf Granite City Campus effective July 3, 2023 at an hourly rate of \$15.00 for up to 28 hours per week in accordance with the SWIC Educational Employees Collective Bargaining Agreement.

AMEND START DATE

from June 1, 2023 to June 16, 2023 for:

Jeanna Rose, part-time SWIC EE Success Programs Support Specialist at the Belleville Campus; and
Levi Malan, AEL Special Project Coordinator.

RETITLE AND RESTRUCTURE

the position of Executive Director of Sam Wolf Granite City Campus and Associate Dean of Student Services to the position of Executive Director of Sam Wolf Granite City Campus, salary grade 9, and appoint Sue McClure to the position effective July 1, 2023 at an annual salary of \$110,000 and subject to the provisions of the Personnel Procedures for Administrators.

RETITLE AND ADVERTISE

the position of Sam Wolf Granite City Campus Site Manager to the position of Sam Wolf Granite City Campus Director and to advertise the position; and

the position of Red Bud Campus Site Manager to the position of Red Bud Campus Director and to advertise the position.

CREATE AND ADVERTISE

Full-time Administrative Position: Director of Student Success Programs;
Part-time Grant-funded SWIC EE Position: TRIO Data Specialist;
Full-time Administrative Position: Grants Manager;
Full-time Administrative Position: Academic Advisor and Partnership Specialist (4);
Part-time Grant-funded SWIC EE Position: RSVP Volunteer Coordinator-St. Clair County; and
Part-time Grant-funded SWIC EE Position: RSVP Volunteer Coordinator- Madison County.

CONTINUOUSLY ADVERTISE

Adjunct/Part-time Instructor Positions (July 1, 2023 through June 30, 2024)
Part-time Public Safety Dispatchers
Full-time Grant-funded Commissioned Public Safety/Police Officers
Part-time Commissioned Public Safety Officers
Full-time Custodians
Part-time Custodians

ADVERTISE

Full-time Faculty Position: Computer Information System Instructor
Part-time Administrative Position: Nurse Assistant Test Proctor (2)
Full-time SWIC EE Position: Enrollment Services Specialist (2)
Part-time SWIC EE Position: Campus Technical Assistant
Part-time SWIC EE Position: Success Programs Support Specialist, SWGCC
Full-time Grant-funded Administrative Position: Director, Older Adult & Caregiver Counseling
Part-time Grant-funded SWIC EE Position: RSVP Secretary
Full-time Administrative Position: Admissions Coordinator

RATIFY FOUNDATION BOARD APPOINTMENT

Thomas Mulherin to the Foundation Board of Directors effective June 22, 2023.

RATIFY PART-TIME PERSONNEL ACTION FOR MAY 2023

according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

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

OTHER COMMITTEE RELATED BUSINESS

Trustee Tippet requested the trustees give direction to President Mance to research electronic Board and committee agenda preparation and recommended Board Docs as a preferred choice. Board Secretary Fiss will take the lead on the project with assistance from CIO Andres.

Chairman Campo stated the college hiring process is slow and needs to be faster; many prospective employees accept other employment before SWIC can complete the hiring process. President Mance will look at it. The emergency hire process seems to be helping.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, July 12, 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 7:12 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees