

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
September 13, 2023
5:30 p.m.

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

Trustees present: Sean McPeak
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 7:24 p.m.

APPROVAL OF MINUTES

Mr. Burke moved, seconded by Mr. Raftopoulos, to approve the minutes of the regular meeting of August 9, 2023 and the Executive Session of August 9, 2023 as submitted. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. **PASSED**

GRANTS AND AGREEMENTS

Mr. Burke moved, seconded by Mr. Raftopoulos, to accept the following grants and to approve the following agreements:

Continuing City of Belleville General and Community Assistance grant to facilitate the following programs: Activities; PSOP; ATS; FGP; Senior Services/Housing; RSVP; and SCP in the amount of \$39,500.00 for the period July 1, 2023 through April 30, 2024;

Continuing AgeSmart Community Resources Caregiver Counseling grant in the amount of \$45,000.00 for the period October 1, 2023 through September 30, 2024 to assist in providing individual counseling, group support, and information/referral, targeting caregivers of seniors age 60 and older;

Continuing AmeriCorps federal grant from the Corporation for National and Community Services received through the Illinois Department of Human Services in the amount of \$443,173.00 for the period September 1, 2023 through August 31, 2024 to provide volunteers for non-profit agencies in St. Clair and Madison Counties and to reimburse volunteers within certain guidelines;

Affiliation agreement with Chestnut Health Systems to allow students in the Medical Assistant and Nursing Education programs to participate in clinical experience;

Affiliation agreement with Quest Diagnostics to allow students in the Phlebotomy program to participate in clinical experience; and

Articulation agreement with McKendree University to allow SWIC students holding an AAS in Early Childhood Education or an AA degree to transfer to a BS degree in Elementary Education; a BS degree in Education for Middle School Math Education; and a BA in Secondary Math Education respectively.

Upon a roll call vote those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. The motion carried. (These items will appear on the consent agenda.)

STUDENT SERVICES HIGHLIGHTS

Chief Student Services Officer Chambers provided the following report:

IL. Works Pre-Apprenticeship Construction Program Fall Cohort will begin September 9, 2023.

Classes began on Saturday and the Student Services Division with FA, Student Accounts and other student focused departments were here to welcome and assist our students in any way possible.

All opening week activities had a great turnout.

The enrollment staff has been working diligently to enroll dual credit students before the census date. They are also working with IT to establish a way to decrease the amount of fake applications being processed.

The career staff have begun taking a more proactive way of engaging our students and alumni in helping them with their job search and building relationships with community employers.

We continue to work with BankMobile for implementation of paperless billing. Thus far, all feedback has been positive.

Shopping Carts opened August 28th to allow student more time to select their classes.

Thursday October 5th Priority registration (Running Start, Athletes, DAC students and active duty military)

Monday, October 9th Open enrollment for all students.

Trustee Tippet questioned how we could increase enrollment in the Dual Credit and Running Start Programs. Chief Enrollment Development and Institutional Planning Officer Tebbe replied we need to protect the merit and integrity of the programs. We could increase the numbers but be aware of the ramifications. We could increase the marketing of Running Start and consider other requirements other than GPA; but it is a high-level cohort. Mr. Tebbe will bring the Dual Credit agreement for approval at next month's meeting, which will contain all the criteria.

OMNIBUS VOTE

Chairman Campo called for an omnibus vote for the remaining items on the agenda. There was unanimous consensus from the committee.

RESIGNATIONS

David Bohnenstiehl, EET Program Coordinator/Instructor
Yusef Buckley, Maintenance, BC
David Cranmer, Maintenance, SWGCC
Robert Nikonowicz, Maintenance SWGCC
Jason Pompey, Student Services Support and Compliance Administrator

TERMINATION

Harold Johnson, Instructional Support Technician, effective close of business September 21, 2023

APPOINTMENTS

Brandi Harris-Brown to full-time administrative position of College Inclusion Outreach Coordinator effective October 2, 2023 at an annual salary of \$49,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators.

Melissa Gehrs to the full-time administrative position of Running Start Coordinator effective October 2, 2023 at an annual salary of \$58,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators.

Laurie Eisenhauer to the full-time administrative position of Purchasing Specialist effective October 2, 2023 at an annual salary of \$53,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators.

Tanya Koelker to the full-time administrative position of Director, Older Adult and Caregiver Counseling Program effective October 2, 2023 at an annual salary of \$57,945, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators.

Yolanda Weams, Joseph Bean, Christopher Hopkins, and Valdis Largent to the four full-time Custodian positions effective October 2, 2023 at an hourly rate of \$21.15 and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116, Services Employees Union and to appoint Christopher Greer to the full-time grant-funded Custodian position effective October 2, 2023 at an hourly rate of \$21.15 and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116, Services Employees Union and the continued receipt of external funding.

Christopher Snyder, Shane Caron and Ryan Willett to the three full-time positions of Grounds Worker effective October 2, 2023 at an hourly rate of \$21.78 and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116, Services Employees Union.

Megan Henke to the full-time administrative position of Sam Wolf Granite City Campus Director effective October 2, 2023 at an annual salary of \$66,000, salary grade 5, and subject to the provisions of the Personnel Procedures for Administrators.

HIRE

the following part-time instructors with POI status paid at the adjunct rate based upon educational attainment level:

- Michael Dee, Music (8-14-23)
- Dan Beilsmith, PMT/Industrial Technology (8-22-23)
- Shannon McWhorter, Math (8-22-23)
- Ryan Kinzinger, Ag Business Management (8-16-23)
- Justine Wasser, Ag Business Management (8-16-23)
- Lucinda Badalamenti, Pharmacy Tech (10-2-23)

Anita Arnold to the part-time grant-funded position of Special Project Coordinator-Early Childhood Education effective October 2, 2023 at a rate of \$24.26 per hour for up to 28 hours per week and the continued receipt of external funding.

Skylar Pawnell to the part-time non-union position of Food Truck Technician for the Culinary Arts program effective August 31, 2023 at an hourly rate of \$20.00 for up to nine hours per week.

Nicholas Braddock to the part-time SWIC EE position of Help Desk Technician effective August 16, 2023 at an hourly rate of \$18.21 for up to 28 hours per week and the provisions of the SWIC EE Collective Bargaining Agreement.

Kyler Trankle to the part-time SWIC EE position of Campus Technical Assistant at an hourly rate of \$21.42 for up to 28 hours per week and the provisions of the SWIC EE Collective Bargaining Agreement.

Alicia Bell to the SWIC ATS part-time grant-funded position of ATS Driver effective August 1, 2023 at an hourly rate of \$18.54 for up to 28 hours per week based on the SWIC ATS Local 6600 Salary Schedule and the continued receipt of external funding and to hire Latricea Brown and Tinisha Johnson to the SWIC ATS part-time grant-funded positions of ATS Driver effective October 2, 2023 at an hourly rate of \$18.54 for up to 28 hours per week based on the SWIC ATS Local 6600 Salary Schedule and subject to the continued receipt of external funding.

Patricia Eagan to the part-time grant-funded position of ATS Dispatcher effective October 2, 2023 at an hourly rate of \$18.54 for up to 28 hours per week based on the SWIC ATS IFT-AFT Local 6600 Salary Schedule and subject to the continued receipt of external funding.

Margaret Ingebretsen to the SWIC EE part-time position of Personal Advocate effective October 2, 2023 at an hourly rate of \$21.14 for up to 28 hours per week and subject to the SWIC Educational Employees Collective Bargaining Agreement.

Kenya Moody to the SWIC EE part-time position of Mailroom Clerk effective October 2, 2023 at an hourly rate of \$15.00 for up to 28 hours per week and subject to the provisions of the SWIC Educational Employees Collective Bargaining Agreement.

David Vogt, Randy Glati and Brandon Pothast to the part-time positions of Custodian effective October 2, 2023 at an hourly rate of \$14.92 for up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148 Services Employees Union.

Emma Trentman to the SWIC EE part-time position of Digital Print Technician effective October 2, 2023 at an hourly rate of \$15.00 for up to 28 hours per week and subject to the provisions of the SWIC Educational Employees Collective Bargaining Agreement.

Kelsey Dinges to the part-time non-union position of Assistant Women's Soccer Coach, Tier II effective September 21, 2023 at an annual salary of \$6,200 for the 2023-2024 academic year.

Mauriel Clay to the part-time position in the Belleville AmeriCorps program for the 2023-2024 Program Year.

AMENDED START DATE

Dr. Wayne Ault, part-time Instructor and SURS Annuitant from January 9, 2023 to August 14, 2023.

CREATE AND ADVERTISE

Full-time Administrative Position: Coordinator of Police Academy Training Program; and
Full-time SWIC EE Position: Purchasing Assistant

CONTINUOUSLY ADVERTISE

Full-time Maintenance Position
Full-time Grant-funded Maintenance Position
Full-time Administrative Position: Academic Advisor

ADVERTISE

Full-time Faculty Position: Early Childhood Education Program Coordinator/Instructor
Full-time Faculty Position: Industrial Electrical Program Coordinator/Instructor
Part-time Grant-funded SWIC EE Position: Special Project Coordinator: HSE (BC)
Part-time Grant-funded SWIC EE Position: Special Project Coordinator: HSE (SWGCC)
Full-time Administrative Position: Recruitment and Retention Specialist
Full-time Maintenance Position (3)
Full-time Grant-funded Administrative Position: Older Adult and Caregiver Counseling Consultant
Part-time Non-union Position: Assistant Men's Soccer Coach, Tier II
Full-time Administrative Position: Career Services Coordinator
Full-time SWIC EE Position: Enrollment Services Specialists (3)
Full-time Administrative Position: Student Services Support and Compliance Administrator

PART-TIME PERSONNEL ACTION FOR AUGUST 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. (These items will appear on the consent agenda.)

MISCELLANEOUS

Trustee Burke questioned why employees are leaving the college. Several reasons were provided: pay; remote working; lack of desire to help others (SWIC is a service provider). Trustee Campo appreciated that we promote from within. President Mance stated he thinks the market is going to change in the next six to twelve months.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, October 11, 2023 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Burke moved, seconded by Mr. Raftopoulos, to adjourn the meeting at 8:06 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees