**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**

**Marsh Conference Room**

**Belleville Campus**

**February 14, 2024**

**5:30 p.m.**

 Committee members present: Steve Campo, Chairman

 Matthew Burke

Nick Raftopoulos

 Trustees present: Mark Morton

Dane Tippett

 Tracy Vallett

 Administrators present: Nick J. Mance

 Linda Andres

 Danielle Chambers

 Sue McClure

 Brad Sparks

 Robert Tebbe

 Jacob Wheeler

Bernie Ysursa

Attorney present: Garrett Hoerner

**CALL TO ORDER**

Chairman Campo called the meeting to order at 6:20 p.m.

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Burke, to approve the minutes from the January 10, 2024 meeting as submitted. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. The motion carried.

**OMNIBUS VOTE**

Mr. Raftopoulos moved, seconded by Mr. Burke, for an omnibus vote for agenda items 3.-6. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. The motion carried.

**STANDARD COMMITTEE OPERATIONS**

**Grants**

Consideration to accept the following grant awards:

New Illinois Department of Human Services “Community Services Fund” amendment in the amount of $127,050 for the period August 1, 2023 through June 30, 2024 to the AmeriCorps budget for Program Year 23/24 to help with member recruitment and member completion/retention;

New State of Illinois, IBHE Nurse Educator Fellows grant in the amount of $10,000 for the period January 10, 2024 through June 30, 2024 provided to SWIC Nursing faculty Misty Dickey for professional development;

Renewal State of Illinois, ICCB Adult Education Innovative Bridge and Transition Program grant in the amount of $217,703 for the period January 1, 2024 through December 31, 2024 to create or support programs that improve student transitions to and through postsecondary education (up to baccalaureate) and into employment; programs that support these transitions for individuals with disabilities; and scale programs that promote equity and diversity among those served; and

New Madison County Employment Training Department Pre-apprenticeship Training Programs for healthcare positions grant in the amount of $17,500 for the period February 1, 2024 through December 31, 2024 to allow for ten enrollees in the EMS 110 Certificate Emergency Medical Technician program prior to December 31, 2024.

**Agreements**

Consideration to approve the following agreements:

Renewal partnership agreement between Board of Trustees of Southern Illinois University and Southwestern Illinois College, District #522 to establish an Associate degree to Bachelor’s degree Pathway Program for SWIC students to obtain a Bachelor’s degree in Nursing at SIUE after attending SWIC; and

Renewal facility agreements between the following and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Early Childhood Education instructional program at SWIC:

ASP2 Steam Academy

Creative Children’s Learning Center

Good Shephard Early Childhood Center

Immacolata Catholic School

Just Us Kids

LaPetit Academy

Laugh & Learn Preschool and Child Care Center

SS Peter & Paul Catholic School

St. John the Baptist Catholic School

The Carrot Patch Child Care Center

The Goddard School

Troy Early Childhood Center South

Zion Lutheran School

**Gifts to the College**

Consideration to accept the following gifts to the college:

2015 Silverado 3500 ambulance for the EMS Department;

York rooftop energy recovery wheel for HVAR Department; and

Low profile evaporator and open style self-contained cooler for the HVAC/R Department.

**STUDENT SERVICES HIGHLIGHTS**

Chief Student Services Officer Chambers provided the following report:

The leadership team in the Student Services area is working with IT to identify a seamless way of automatically assigning caseloads. The caseload model will be beneficial for the students as well as staff and will allow for appointments and walk-ins throughout the year.

Student Life partnered with the Success Center and hosted two sessions of New Student Orientation for the spring semester. The other Student Services offices provided highlights to new students as they visited their offices during the tour.

Club Fest is Wednesday, February 7 at the Belleville Campus and Thursday, February 8 at the Sam Wolf Granite City Campus. More than 20 clubs are currently active at the Belleville Campus; there are five active clubs at the Sam Wolf Granite City Campus.

Three schools are competing in this year’s Poetry Out Loud competition hosted by Student Life. Competing schools are Edwardsville High School, Freeburg High School and Christ Our Savior Lutheran High School. The South-Central Regional Competition will take place February 8 in the Schmidt Art Center.

Student Services had its second annual Staff Development Day on December 15th. This time is used for staff training and to share the vison of 2024 and how it includes everyone’s talents and involvement.

Workforce Development registered three new apprenticeship programs in January and enrolled 11 apprentices. These apprentices will take classes at SWIC and are concurrently employed in a related career field.

The Disability and Access Center is working on literature that will assist students with disabilities manage time and will offer study tips to enhance success in the classroom.

Mr. Burke moved, seconded by Mr. Raftopoulos, to accept the grants; approve the agreements, and accept the gifts to the college. 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.)

**PERSONNEL ISSUES**

Chairman Campo stated he will take all the agenda items (A.-G.) in sequence and entertain any questions at the conclusion.

**Resignations**

Justine Maedeker-Smith, Health Science Success Coordinator COB 01-29-24

Chris Snyder, Grounds Worker, Belleville Campus COB 01-29-24

Johnathan Cassity, Accountant II COB 01-22-24

Kamil Frierson, Academic Advisor COB 02-13-24;

**Retirement Notifications**

Darnell Dixon COB 01-31-24

Terri Howard COB 04-30-24;

**Appointments**

emergency appointment of Matthew Brian to the full-time Aviation Technology Instructor position effective January 16, 2024 at a base salary of $72,484, Step 1 of the 23-24 Salary Schedule (ratification);

Alex Morman to the full-time Aviation Technology Instructor position effective March 18, 2024 at a base salary of $72,484, Step 1 of the 23-24 Salary Schedule;

Krys Doran to the full-time Earth Science Instructor position effective August 1, 2024 at up to two equated hours calculated according to the Salary Schedule for 2023-2024 academic year; effective August 16, 2024 the base salary will be $51,976, Step 1 of the Salary Schedule;

Rachel Sullivan to the full-time Biology Instructor position effective August 1, 2024 at up to two equated hours calculated according to the Salary Schedule for 2023-2024 academic year; effective August 16, 2024 the base salary will be $51,976, Step 1 of the Salary Schedule;

Stacy Kohls to the full-time Philosophy Instructor position effective August 1, 2024 at up to two equated hours calculated according to the Salary Schedule for 2023-2024 academic year; effective August 16, 2024 the base salary will be $51,976, Step 1 of the Salary Schedule;

Allie Rose Carney to the full-time LPN/Nurse Assistant Instructor position effective March 18, 2024 at a pro-rated base salary of $12,888.42 for the remainder of the 2023-2024 academic year; (step 1 base salary for 2023-2024 academic year is $48,976);

Sarah Lipford to the full-time LPN/Nurse Assistant Instructor position at the Wyvetter H. Younge Higher Education Campus effective March 16, 2024 at pro-rated base salary of $12,888.42 for the remainder of the 2023-2024 academic year; (step 1 base salary for 2023-2024 academic year is $48,976);

Pamela Gaston to the full-time SWIC EE position of Administrative Assistant to the Dean of Math & Sciences effective March 1, 2024 at an annual salary of $35,556.00, based on the SWIC Educational Employees IFT-AFT Local 6600 Salary Schedule;

Nicholas Braddock to the full-time SWIC EE position of Computer Services Coordinator effective March 1, 2024 at an annual salary of $44,843.00, based on the SWIC Educational Employees IFT-AFT Local 6600 Salary Schedule;

Alicia Johnson to the full-time administrative position of Career and Employment Specialist effective March 1, 2024 at an annual salary of $46,500, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Vicki Wilkens to the full-time administrative position of Associate Director of Career Pathways and WIOA effective March 1, 2024 at an annual salary of $62,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

Annjanee Jones to the full-time administrative position of Director of Advising, Enrollment, and Records effective March 1, 2024 at an annual salary of $78,000, salary grade 6, and subject to the provisions of the Personnel Procedures for Administrators;

Chrisa Potthast to the full-time administrative position of Academic Advisor and Intake Specialist effective March 1, 2024 at an annual salary of $50,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

emergency appointment of Lisa Roberts to the full-time grant-funded position of Secretary to the Foster Grandparent Program effective February 16, 2024 at an annual salary of $31,548, based on the SWIC Educational Employees IFT-AFT Local 6600 Salary Schedule and the continued receipt of external funding (ratification);

Justin Belt to the full-time grant-funded position of Director of ATS Micro Transit/Fixed Route effective March 1, 2024 at an annual salary of $70,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding;

Regeania Broughton-Goodwin to the full-time grant-funded position of Director of ATS Paratransit effective March 1, 2024 at an annual salary of $70,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding;

David Vogt and Vladimir Loginov to the two full-time positions of Grounds Worker effective March 1, 2024 at an hourly rate of $21.78 each subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116, Services Employees Union;

Cenessia Keys to the full-time administrative position of HR Generalist effective February 22, 2024 at an annual salary of $57,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators.

**Part-time Hires**

the following instructors:

Alexander Parker: Education

Tiffanie Fowlkes-Comninellis: Biology (ratification of EH)

Dustin Simmons: AOJ and PA

Ryan Jones: AOJ and PA

Jessica Callahan: AOJ and PA

Danny Allison: AOJ and PA

Thomas Bates: AOJ and PA

Benjamin Sosa: AOJ and PA

Jason Wolf: AOJ and PA

Parrish Brito: AOJ and PA

Janelle Bloodworth: AOJ and PA

Jay Edwards: AOJ and PA

Trin Daws: AOJ and PA

Shannon Hudson: AOJ and PA;

LaVonte´ Edmond to the part-time SWIC EE position of Success Programs Support Specialist effective February 1, 2024 at an hourly rate of $15.15 for up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between Community College District #522 and the SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO (ratification of EH);

Lori Silva to the part-time non-union position of Tutor, Adult Basic Education, effective March 1, 2024 at an hourly rate of $26.50 for up to nine hours per week;

Sylvia Courtney to the part-time non-union position of Adult Basic Education Teacher’s Aide effective March 1, 2024 at an hourly rate of $26.50 for up to nine hours per week;

Lachelle Dowell as a Remedial Studies Instructor with additional duties effective March 1, 2024 at an instructional rate compensable to her educational level; additional duties will be at the rate of $25.00 per hour.

**Create and Advertise**

Full-time administrative position of Coordinator-Aviation Flight, Management & Aircraft Dispatch Training Programs.

**Advertise**

Full-time SWIC EE Position: Administrative Assistant Success Programs, BC

Full-time Administrative Position: Science Lab Coordinator

Part-time SWIC EE Position: Help Desk Technician

Part-time SWIC EE Position: Success Programs Support Specialist, BC

Full-time Administrative Position: Accountant II

Full-time SWIC EE Position: Mailroom Coordinator

Full-time Custodian Position, SWGCC

Full-time Grounds Worker, BC

Full-time Administrative Position: Assistant Director of Adult Education

Full-time Administrative Position: Dean of Teaching, Learning, and Success Programs

**Part-time Personnel Actions for January 2024**

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

**MISCELLANEOUS**

Trustee Campo reported newly-hired employee, Karyn Chambers, sent a handwritten note to each trustee expressing her gratitude for being hired as an HR Generalist for Southwestern Illinois College. Mr. Campo appreciated her sincerity and the personal touch of the thank you note.

**NEXT SCHEDULED MEETING**

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, March 13, 2024 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Raftopoulos moved, seconded by Mr. Burke, to adjourn the meeting at 6:45 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Beverly J. Fiss

 Secretary to the Board of Trustees