



BOARD OF TRUSTEES
Community College District No. 522
Belleville Campus
Marsh Conference Room
March 22, 2023
5:30 p.m.

AGENDA

- I. CALL TO ORDER BY CHAIRMAN**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL BY SECRETARY**
- IV. PUBLIC COMMENTS**
- V. CONSIDERATION OF APPROVAL OF ITEMS ON THE CONSENT AGENDA**

■ VI. APPROVAL OF MINUTES

- A. Regular Board Meeting of February 15, 2023**
- B. Executive Session of Regular Board Meeting of February 15, 2023**

VII. APPROVAL OF BILLS

Education Fund	\$4,634,256.97
Operations & Maintenance Fund	303,696.83
Operations & Maint Fund-Restricted	1,537,976.01
Bond & Interest Fund	4,413,466.30
Restricted Purposes Fund	829,438.36
Trust & Agency Fund	17,477.03
Liability, Protection & Settlement Fund	49,738.87
Grand Total All Funds:	\$7,372,584.07

■ **VIII. PLANNING AND POLICY COMMITTEE**

A. SECOND READING/ADOPTION OF PROPOSED AMENDMENTS TO BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

- 1. Consideration of the recommendation to adopt proposed amendments to Board Policy 6011 and Administrative Procedure 6011AP: Information Technology Security.**
- 2. Consideration of the recommendation to adopt proposed amendments to Board Policy 7016 and Administrative Procedure 7016AP: Acceptable Use of Information Technology Resources.**

■ **IX. FACILITIES AND FINANCE COMMITTEE**

A. BID AWARDS/PURCHASES/CONTRACTS AND AGREEMENTS/CHANGE ORDER

- 1. Consideration of the recommendation to award the lowest responsible bid for microbial remediation in the Library area at the Southwestern Illinois Justice & Workforce Development Campus (SWIJWDC) to CENPRO Services, Madison, IL in the amount of \$48,800.00 utilizing SWIJWDC state funds.**
- 2. Consideration of the recommendation to award the lowest responsible bid for emergency notification system at the Belleville Campus to J.F. Electric, Edwardsville, IL in the amount of \$589,985.00 utilizing PHS funds.**
- 3. Consideration of the recommendation to award the lowest responsible bids for boiler replacements at the Sam Wolf Granite City Campus and the Red Bud Campus as follows utilizing budgeted capital funds:**

Bair Heating & Cooling, Trenton, IL	\$163,500.00
Haier Plumbing & Heating, Okawville, IL	\$202,000.00
FGM Architects, O'Fallon, IL	\$ 82,018.00

- 4. Consideration of the recommendation to award the lowest responsible bid for upgraded theater equipment at the Southwestern Illinois Justice & Workforce Development Campus (SWIJWDC) to Schillers AV, St. Louis, MO in the amount of \$134,540.50 utilizing SWIJWDC state funds.**
- 5. Consideration of the recommendation to award the lowest responsible bid for desks and chairs for three Math classrooms at the Belleville Campus to Innovative Office Solutions, Edwardsville, IL in the amount of \$32,893.16 utilizing Higher Education Emergency Relief Funds (HEERF III).**
- 6. Consideration of the recommendation award the lowest responsible bid for furniture at Matt's Cafe at the Southwestern Illinois Justice & Workforce Development Campus (SWIJWDC) from Henricksen Office Furniture, Peoria, IL in the amount of \$48,021.36 utilizing SWIJWDC state funds.**

7. **Consideration of the recommendation to award the lowest responsible bids for roofs at the Southwestern Illinois Justice & Workforce Development Campus (SWIJWDC) to the following in the total amount of \$1,714,209.11 utilizing SWIJWDC state funds:**

Roof M	Shay Roofing, Millstadt, IL	\$644,776.64
Alternate 1 Roof B	Shay Roofing, Millstadt, IL	\$494,591.43
Alternate 2 Roof K & K1	Taylor Roofing, Belleville, IL	\$510,301.34
Alternate 3	Shay Roofing, Millstadt, IL	\$ 25,612.94
Alternate 4	Shay Roofing, Millstadt, IL	\$ 38,926.76

8. **Consideration of the recommendation to purchase a fire alarm system for PSOP from Johnson Controls Fire Protection, St. Louis, MO in the amount of \$42,240.00 utilizing budgeted departmental funds.**
9. **Consideration of the recommendation to purchase a tape library with expansion drive from Qualstar in the amount of \$110,620.00 and Magnetic Products and Services, Andover, MN in the amount of \$24,569.00 utilizing budgeted departmental funds.**
10. **Consideration of the recommendation to purchase 50 Promethean boards from CDW-G, Chicago, IL in the amount of \$280,450.00 utilizing HEERF III funds.**
11. **Consideration of the recommendation to approve five-year contract for the D2L Learning Management System with Brightspace/D2L Ltd., Towson, MD in the amount of \$538,140.14 utilizing budgeted departmental funds.**
12. **Consideration of the recommendation to approve contract and agreement for refund management service with BM Technologies, Radnor, PA in the amount of \$1,750.00 implementation fee; a \$10,000.00 annual subscription fee; a \$0.15 per electronic disbursement fee; and a \$2.50 per check disbursement fee from the Go Live Date through November 1, 2025 utilizing HEERF funds the first year and budgeted institutional funds the following years.**
13. **Consideration of the recommendation to approve contract for billboard advertising in the greater St. Louis area with DDI Media, St. Louis, MO in the amount of \$26,650.00 for the period April 1, 2023 through April 30, 2024 utilizing institutional funds.**
14. **Consideration of the recommendation to approve Project Services Agreement for e-Sports Lounge and Radiology Tech Lab Renovation with Farnsworth Group, Inc., Belleville, IL in the amount of \$47,500.00 utilizing Pathway grant funds for Radiology Tech Lab and institutional funds for e-Sports.**
15. **Consideration of the recommendation to approve Project Services Agreement for Lynx Lodge Renovation with Farnsworth Group, Inc., Belleville, IL in the amount of \$85,279.00 utilizing Southwestern Illinois Justice & Workforce Development Campus state funds.**

16. **Consideration of the recommendation to approve change order for Fire Alarm Upgrade Project to J.F. Electric, Edwardsville, IL in the amount of \$22,859.46 utilizing excess PHS funds.**

C. DISPOSAL OF CAPITALIZED EQUIPMENT

1. **Consideration of the recommendation to dispose of the following equipment per Administrative Procedure 6008AP:**

**Spectrometer Avatar 370 DTGS;
Sterilizer w/Stand;
ID Card System Printer;
16 Channel Analog DVR;
32 Channel Analog DVR;
Truck Off Road Buggy; and
UPS Lithonia.**

X. PERSONNEL, PROGRAMS, AND SERVICES COMMITTEE

A. GRANT

1. **Consideration to accept a grant award.**

B. AGREEMENTS

1. **Consideration to approve agreements.**

C. CURRICULUM-NEW CERTIFICATE

1. **Consideration to approve new Help Desk certificate to the curriculum of Southwestern Illinois College.**

D. COURSE FEES

1. **Consideration to approve course fees for Radiologic Technology program.**

E. GIFT TO THE COLLEGE

1. **Consideration to accept a gift to the college.**

F. RESIGNATIONS

1. **Consideration to accept the following resignations:**

Dianne Dodd, Coordinator/Instructor Respiratory Care	COB 8-1-23;
Tomoko Jo, Career and Employment Services Specialist	COB 3-9-23;
Sydney Lombardi, Academic Advisor	COB 3-6-23;
Jermaine Windham, Student Service Specialist, WEI	COB 2-10-23;
Holly Higgenbotham, Instructor Radiologic Technology	COB 5-15-23.

G. RETIREMENT NOTIFICATIONS

- 1. Consideration to approve the following retirement notifications:**

**Celeste Buschschulte, Administrative Assistant
Physical Plant, Belleville Campus
Craig Tayon, Maintenance, Belleville Campus**

**COB 4-28-23; and
COB 6-30-23.**

H. APPOINTMENTS

- 1. Consideration to appoint the full-time faculty position of Aviation Maintenance Technology Instructor effective April 3, 2023 at an annual salary of \$48,491 which is Below Master's Level, Step 1 following the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local #4183.**
- 2. Consideration to appoint the full-time position of Physical Therapist Assistant Coordinator/Instructor effective April 16, 2023 at an annual salary of \$52,742, Step 3 Master's level on the 2022-2023 Salary Schedule following the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local #4183.**
- 3. Consideration to appoint the full-time SWIC EE position of Administrative Assistant to the Dean effective March 1, 2023 at an annual salary of \$35,204 following the SWIC EE Collective Bargaining Agreement.**
- 4. Consideration to appoint the full-time SWIC EE position of Enrollment Services Specialist effective April 3, 2023 at an annual salary of \$31,236 in accordance with the SWIC EE Collective Bargaining Agreement.**
- 5. Consideration to appoint the full-time SWIC EE position of Enrollment Services Specialist effective April 3, 2023 at an annual salary of \$31,236 in accordance with the SWIC EE Collective Bargaining Agreement.**
- 6. Consideration to appoint the full-time position of Custodian effective March 20, 2023 at an hourly rate of \$21.15 subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 116, Services Employees Union.**
- 7. Consideration to appoint the full-time position of Custodian effective March 20, 2023 at an hourly rate of \$21.15 subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 116, Services Employees Union.**
- 8. Consideration to appoint the full-time administrative position of Grants Manager effective April 3, 2023 at an annual salary of \$47,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators.**

9. **Consideration to appoint the full-time administrative position of Associate Director of High School Partnerships effective April 1, 2023 at an annual salary of \$63,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators.**
10. **Consideration to appoint the full-time administrative position of Associate Director of Recruitment and Outreach effective April 1, 2023 at an annual salary of \$63,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators.**
11. **Consideration to appoint the full-time administrative position of Associate Director of Financial Aid, Veteran Services & Student Employment effective April 1, 2023 at an annual salary of \$63,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators.**

I. AUTHORIZATION TO HIRE

1. **Consideration to hire Christopher Swick to the part-time non-union position of Greenhouse Technician effective February 16, 2023 at an hourly rate of \$15.00 for up to nine hours per week.**
2. **Consideration to hire Joseph Bean and Gregory Raymond to the part-time grant-funded positions of Custodian at the Southwestern Illinois Justice & Workforce Development Campus effective March 20, 2023 at an hourly rate of \$14.49 for up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148 and the continued receipt of external funding.**
3. **Consideration to hire Felicia Pettiford, Keith Lee, Jacqueline Baity, Doralo Holloway and Elizabeth Gordon to the part-time grant-funded positions of ATS Driver effective April 3, 2023 at an hourly rate of \$18.27 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.**
4. **Consideration to hire Denise Brady to the part-time grant-funded SWIC EE position of Special Projects Coordinator-Adult Education Transitions effective April 3, 2023 at an hourly rate of \$24.26 for up to 30 hours per week and the continued receipt of external funding.**
5. **Consideration to hire Cara Kriz to the part-time grant-funded SWIC EE position of Special Projects Coordinator-Marketing and Intake effective March 1, 2023 at an hourly rate of \$24.26 for up to 28 hours per week and the continued receipt of external funding.**

6. **Consideration to hire the following part-time instructors paid at the adjunct rate based upon educational attainment level and to grant POI status until effective start date:**

Rachel Heinrich, Aviation Pilot Training	April 3, 2023
Ken Kopp, Aviation Pilot Training	April 3, 2023
Heather Borowiak, Office Administration and Technology	May 1, 2023
Steven Green, CISCO LACE Assistant	April 1, 2023
Anthony Rathmann, Radiologic Technology	March 10, 2023
Willie Harris, Construction Management	February 7, 2023

J. CONTINUED EMPLOYMENT FOR SECOND YEAR NON-TENURED FULL-TIME FACULTY

1. **Consideration of continued employment for the second continuous year (2023-2024) of service at Southwestern Illinois College for Teri Terranova, Librarian.**

K. STAFFING ASSIGNMENTS AT THE SOUTHWESTERN ILLINOIS JUSTICE & WORKFORCE DEVELOPMENT CAMPUS

1. **Consideration to return Juergen Huettnner to his position of Athletic Facility & Safety Coordinator and Women's Soccer Coach effective March 23, 2023 from the grant-funded administrative position of Director of Housing and Campus Management at the Southwestern Illinois Justice and Workforce Development Campus and to eliminate the following positions:**

Full-time Grant-funded Administrative position: Director of Housing and Campus Management; and

Full-time Grant-funded Administrative position: Scheduling and Events Coordinator, Southwestern Illinois Justice and Workforce Development Campus.

L. AMENDED EMPLOYMENT START DATE

1. **Consideration to amend the employment start date for Carolin Brewer, Coordinator/Instructor Cybersecurity, Networking and Cisco Networking Academy, to August 14, 2023.**

M. AUTHORIZATON TO CREATE AND TO ADVERTISE

1. **Consideration to create and to advertise the following positions:**

**Full-time Faculty Position: Emergency Medical Technician/Paramedic;
Full-time Faculty Position: Medical Assistant;
Full-time Faculty Position: Phlebotomy;
Full-time Faculty Position: Nursing;
Full-time Faculty Position: Coordinator/Instructor Engineering;**

**Full-time Faculty Position: Coordinator/Instructor Cannabis;
Part-time SWIC EE Position: Greenhouse Technician; and
Full-time Grant-funded Position: Custodian, Southwestern Illinois Justice and
Workforce Development Campus (4).**

N. AUTHORIZATOIN TO ADVERTISE

1. Consideration to advertise the following positions:

**Full-time Faculty Position: Coordinator/Instructor of Education;
Full-time Faculty Position: Philosophy;
Full-time Faculty Position: Coordinator/Instructor Respiratory Care;
Part-time Non-Union Position: Industrial Technology Lab Technician;
Part-time Instructor Position: eSports;
Full-time Faculty Position: Instructor Radiologic Technology;
Full-time Administrative Position: Career and Employment Specialist;
Full-time Administrative Position: Student Service Specialist;
Full-time SWIC EE Position: Administrative Assistant, Physical Plant, Belleville
Campus;
Full-time Custodian Position, Belleville Campus;
Full-time Maintenance Position, Belleville Campus;
Full-time Grant-funded SWIC EE Position: Dispatcher/Scheduler, ATS;
Full-time Grant-funded SWIC EE Position: Assistant Director of Safety and
Training, ATS; and
Full-time Administrative Position: Academic Advisor.**

O. ICCTA FACULTY MEMBER AND ADJUNCT FACULTY MEMBER OF THE YEAR

1. Consideration to submit the names of Melissa Rossi, Math, as the college's 2023 Full-time Faculty awardee and Greg Petersen, Sign Language Studies, as the college's 2023 Adjunct Faculty awardee and to submit to the ICCTA for the 2023 Outstanding Faculty Member and 2023 Outstanding Adjunct Faculty Member of the Year Awards.

P. RATIFICATION OF PART-TIME PERSONNEL ACTIONS

1. Consideration to ratify the February 2023 part-time and temporary faculty and staff actions according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

**XI. EXECUTIVE SESSION TO DISCUSS PERSONNEL (5 ILCS 120/2(c)(1));
COLLECTIVE BARGAINING (5 ILCS 120/2(c)(2)); PROPERTY
ACQUISITION (5 ILCS 120/2(c)(5)); AND/OR LITIGATION
(5 ILCS 120/2(c)(11))**

XII. ACTION/S TAKEN AS A RESULT OF EXECUTIVE SESSION

- A. POSSIBLE MOTION TO APPROVE MEMORANDUM OF UNDERSTANDING WITH PBLC/SWIC PUBLIC SAFETY UNION**
- B. POSSIBLE MOTION TO APPROVE REAL PROPERTY DONATION AGREEMENT**

XIII. REPORTS

- A. PRESIDENT**
- B. ILLINOIS COMMUNITY COLLEGE TRUSTEE ASSOCIATION**
- C. BOARD ATTORNEY**

XIV. MISCELLANEOUS

XV. ADJOURNMENT