PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
May 10, 2023
5:30 p.m.

Committee members present:	Steve Campo, Chairman
	Nick Raftopoulos
Committee member absent:	Matthew Burke
Trustees present:	Sean McPeak
	Mark Morton
	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 (remote)

CALL TO ORDER
Chairman Campo called the meeting to order at 6:50 p.m.

ITEMS PULLED FROM THE AGENDA
The following items were pulled from the agenda:

6.C.2.b.	Authorization to Hire Special Projects Coordinator-HSE, BC
6.D.1.	Authorization to Retitle, Restructure and to Appoint: Dean of Student Success, TRIO and Wellness
6.E.1. and 2.	Authorization to Retitle, Restructure and to Advertise: Sam Wolf Granite City Director and Red Bud Campus Director
6.G.1.	Authorization to Advertise: Full-time Administrative Position/Associate Dean of Student Success Programs

OMNIBUS VOTE
Mr. Campo 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. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. **PASSED**

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Mr. Campo, to approve the minutes of the regular meeting of April 12, 2023 and the Executive Session of April 12, 2023 as submitted. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. **PASSED**

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

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees accept the following grants; approve the following agreements; approve the course fees and the Barnes & Noble First Day Program; approve the college curriculum; and accept the Student Services Highlights report:

- renewal St. Clair County Intergovernmental Agreement in the amount of $165,000 for the period July 1, 2023 through June 30, 2024 for program year 2023 year-round youth development and employment program for 40 Out of School Youth;

- new College Bridge Program grant in the amount of $220,000 for the period April 28, 2023 through June 30, 2023 to provide under-represented high school juniors with an opportunity to start their transfer coursework with SWIC; these funds will be used to provide technology, assistance with meals, and to pay for up to two transfer courses over the summer for eligible students;

- renewal affiliation agreement with Memorial Care Center to allow students in the Physical Therapy Assistant program to participate in clinical experience;

- new affiliation agreement with Family Care Central Pharmacy to allow students in the Pharmacy Technician program to participate in clinical experience;

- renewal affiliation agreement with St. Luke's Hospital to allow students in the Respiratory Care program to participate in clinical experience;

- new articulation agreement with McKendree University to allow SWIC students possessing an AAS-Agriculture Business Management to transfer to earn a BBA in Management at McKendree;

- approve course fees and the Barnes & Noble First Day Program effective Spring 2024;

- approve the college curriculum; and

- accept the Student Services Highlights/Updates report.

Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. **PASSED** (The grants, agreements, course fees and Barnes & Noble First Day Program, and the new curriculum 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:

- May 1st starts grad week and we begin officially celebrating our 2022-2023 graduates with activities and events.

- Our student community support team has been established and are meeting to ensure that we are addressing the needs of the unhoused student population and creating the necessary community connections to help ensure effectiveness.

- On Tuesday, April 25, 2023 SWIC's annual Student Awards night took place. Students were nominated for different awards such as leadership, academics, and their involvement on campus. Fifty-eight (58) students received awards.

- On Tuesday, April 20, 2023 Student Life facilitated the PTK Induction Ceremony. A total of 21 students were inducted into the National Honor Society.

- We are looking to expand our career team due to the increased interest of services from Instruction, community members, and grant opportunities.

- The 2023 graduation ceremony will be held Thursday, May 18, 2023 at 6pm. This year each graduate registered to attend the graduation ceremony will receive three tickets for guests. All ceremonies for the week will be live-streamed.

- Staff is meeting on a weekly basis to discuss providing additional/improved services to students, i.e. paperless refunds.

RESIGNATIONS

Daniel Nagel, Veteran Services Coordinator   COB 05-19-23
Christina Curry, Academic Advisor   COB 05-12-23

APPOINTMENTS

John Mackin to the full-time administrative position of Data Integration Analyst Programmer effective June 1, 2023 at an annual salary of $62,000 at salary grade 4 and subject to the Provisions of the Personnel Procedures for Administrators;

Elizabeth Repp to the full-time faculty position of Respiratory Care Coordinator/Instructor effective August 14, 2023 at an annual salary of $55,088 (Step 8 of the Faculty Salary Schedule);

Kristin Robbins to the full-time faculty position of Radiologic Technology Instructor effective August 1, 2023 at an annual salary of $51,481 (Step 1 of the Faculty Salary Schedule);

Emily Ferrario to the full-time administrative position of Academic Advisor and Intake Specialist effective June 1, 2023 at an annual salary of $47,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators;

Taylor Angile to the full-time administrative position of Academic Advisor effective June 1, 2023 at an annual salary of $40,500 at salary grade 1 and subject to the provisions of the Personnel Procedures for Administrators;

Marissa Herod to the full-time administrative position of Academic Advisor effective June 1, 2023 at an annual salary of $40,500 at salary grade 1 and subject to the provisions of the Personnel Procedures for Administrators;

Miriam Miller to the full-time administrative position of Academic Advisor effective June 1, 2023 at an annual salary of $40,500 at salary grade 1 and subject to the provisions of the Personnel Procedures for Administrators;

Nick Randall to the full-time administrative position of Evaluation Specialist effective June 1, 2023 at an annual salary of $40,500 at salary grade 1 and subject to the provisions of the Personnel Procedures for Administrators;

Kylee Skinner and Gary Rittenhouse to the two full-time Custodial positions effective June 1, 2023 at an hourly rate of $21.15 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116, Service Employees Union Local #116;

Jessica Koon to the full-time grant-funded administrative position of TRIO Academic Coordinator effective June 16, 2023 at an annual salary of $46,675 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding; and

Kourtny Shaw to the full-time administrative position of Director of Marketing effective June 1, 2023 at an annual salary of $72,000 at salary grade 5 and subject to the provisions of the Personnel Procedures for Administrators.

<u>AUTHORIZATION TO HIRE</u>
the following part-time Instructors:

> Derek Twente, Engineering (August 1, 2023)
> Dr. Lucas VanPelt, Biology (August 1, 2023)
> Kristen Adams, Health & Exercise Science (August 1, 2023)
> Julie Schaffer, Practical Nursing (June 1, 2023)
> Emily Carnduff, Medical Terminology (June 1, 2023)
> Michele King Hellstern, Medical Terminology (June 1, 2023)
> Jodi Sutherland, Medical Assistant (June 1, 2023);

the following part-time employees:

> Levi Malan, Special Projects Coordinator-HSE, BC (June 1, 2023)
> Kay Caldwell, Special Projects Coordinator-Vocational (June 1, 2023)
> Laverna McClendon, Special Projects Coordinator-HSE, East St. Louis (June 1, 2023)
> Christopher Swick, Greenhouse Technician (June 1, 2023)
> James Pavlisin, Aviation Instructor for additional duties (May 18, 2023);

Ernest Jones and Rene Brooks to the part-time grant-funded positions of ATS Driver effective June 1, 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;

Oliver Hays to the part-time grant-funded position of Custodian effective June 1, 2023 at an hourly rate of $14.49 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148 and the continued receipt of external funding;

Jeanna Rose to the part-time SWIC EE position of Success Programs Support Specialist at the Belleville Campus effective May 1, 2023 at an hourly rate of $15 for up to 28 hours per week in accordance with the SWIC Educational Employees Collective Bargaining Agreement;

the following part-time Summer Members, Belleville AmeriCorps Program, 2022/2023 Program Year:

> Amiya Cole
> Britin McCarter
> Devynisha Deere
> Jada Callahan
> Jakya Dale Grier
> Jared Atwood
> Jaxson Smith
> Jeremiah Grady
> Joseph Hanger
> Kaliyah Manning
> Katelyn Downard
> Katerin Goodsell
> Kiersten Lesko
> Kylie Hinrichs
> Marissa Steury
> Michael Bornnard
> Nathaniel Hancock (returning)
> Rai'Annah Mendez
> Roxana Martinez (returning).

AMENDED START DATE
Ibrahim Bedwan, full-time Commissioned Public Safety Officer, Belleville Campus from April 20, 2023 to May 1, 2023.

AUTHORIZATION TO CREATE AND TO ADVERTISE
Full-time Administrative Position: Coordinator of Success Coaching;
Part-time Grant-funded SWIC EE Position: Health Sciences/Math Specialist at the Wyvetter H. Younge Higher Education Campus;
Full-time Administrative Position: Purchasing Specialist;
Full-time Administrative Position: Grants Manager-Career Pathways and WIOA;
Full-time Faculty Position: Nursing Education/Nurse Assistant; and
Full-time SWIC EE Position: Financial Aid Specialist (combined two part-time SWIC EE positions of Financial Aid Administrative Assistant and Reception Area Assistant).

AUTHORIZATION TO ADVERTISE
Full-time Administrative Position: Veteran Services Coordinator;
Part-time SWIC EE Position: Financial Aid & Veteran Services Specialist (title change from
      Assistant to the Financial Aid and Student Employment Technical Coordinator);
Part-time SWIC EE Position: Shipping and Receiving Clerk (2);
Part-time Non-Union Position: Women's Soccer Assistant Coach;
HSE Part-time Instructor: Spanish (build a pool of four); and
Full-time Faculty Position: Respiratory Care Instructor.

RATIFICATION OF PART-TIME PERSONNEL ACTIONS
The April 2023 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: Mr. Burke. 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, June 14, 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,

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                              Beverly J. Fiss
                              Secretary to the Board of Trustees