

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**August 9, 2023**  
**5:30 p.m.**

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

Trustee present: Mark Morton

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 5:32 p.m.

**CONSENT AGENDA**

Chairman Campo entertained a motion to accept Items 1-5 on the agenda and to place on the consent agenda those items that require Board approval.

Mr. Raftopoulos moved, seconded by Mr. Burke, to accept Items 1-5 on the agenda and to place on the consent agenda those items that require Board approval. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. **PASSED**

**APPROVAL OF MINUTES**

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

**GRANTS**

Continuing Village of Shiloh grant for the Activities in Shiloh Program in the amount of \$20,000.00 for the period July 1, 2023 through June 30, 2024 to provide recreational and social activities at the Senior Center in the Village of Shiloh;

Continuing AmeriCorps Seniors federal grant for the Senior Companion Program in the amount of \$440,468.00 for the period July 1, 2023 through June 30, 2024 to provide volunteer services by income eligible adults age 55 and older to those at risk of institutionalization;

Continuing AmeriCorps Seniors federal grant for the Foster Grandparent Program in the amount of \$307,291.00 for the period July 1, 2023 through June 30, 2024 to provide mentoring and tutoring to special needs children ranging in age from infancy to twenty-one;

Continuing AmeriCorps Seniors federal grant for the Retired and Senior Volunteer Program in the amount of \$138,560.00 for the period April 10, 2023 through March 31, 2024 to provide volunteers for non-profit agencies in St. Clair and Madison Counties and to reimburse volunteers within certain guidelines; and

Renewal of the Mental Health Early Action on Campus Act (MHEACA) grant in the amount of \$246,163.00 for the period July 1, 2023 through June 30, 2024 to provide mental health resources for current-future student population; funds will be used to provide mental health assistance to prevent mental health being a barrier for college success.

### **AGREEMENTS**

Renewal Alton Memorial Hospital student agreement for Health Science programs;

Renewal Alton Memorial Hospital student agreement for EMS/EMT/Paramedic programs;

Renewal Barnes Jewish Hospital student agreement for Surgical Technology program;

Renewal Protestant Memorial Hospital student agreement for Radiologic Technology program; and

Renewal SIUC Baccalaureate Degree Completion Program concurrent enrollment agreement through June 30, 2028 for Industrial Management and Applied Engineering; Aviation Management; and Organizational Learning, Innovation and Development.

### **GIFTS TO THE COLLEGE**

Six hundred seventy-two canned goods for the Student Food Pantry.

### **COURSE FEES AND FIRST DAY ACCESS PROGRAM**

Approval of course fees and First Day Access Program for Math 171 and Math 210 effective January 2, 2024.

### **STUDENT SERVICES HIGHLIGHTS**

Over the last month the Student Services Division has spent time reaching out to our students to ensure that they are on track for graduation, enrolling students for the summer and fall semesters, and evaluating other services that they may need to help them be successful.

Beyond the direct services to our students we are:

Working with FA, IT, and Student Accounts to ensure that BankMobile has a successful rollout.

Preparing for Fall Career Job Fair.

Reviewing the ICCB 5-year program plans to ensure that we are on track and that our plan remains in line with the college's mission, vision, and values, as well as the overall strategic plan.

Planning inclusive and engaging student activities for each campus.

Preparing for opening week activities.  
Reviewing and updating department policies and procedures.  
Creating and updating necessary websites.  
Working with Marketing and Physical Plant to ensure proper signage on the Belleville campus. The other campuses will be updated as well.  
Managing grants that assist students with wrap-around services and on-the-job training opportunities.

The Student Affairs/Student Development Office is working on updating and enhancing our ability to track concerns and student discipline.

There are new rules and regulations that should be coming out soon surrounding Title IX. The Chief Student Services Officer will make the necessary updates when they are confirmed and assured the trustees that staff would be trained on the changes.

A new website has been created for unhoused and undocumented students that will direct them to services that may be available.

In conclusion, Chief Student Services Officer Chambers informed the trustees they could get information on her department at any time.

### **MOTION**

Mr. Raftopoulos moved, seconded by Mr. Burke, to accept the grants; approve the agreements; accept the gift to the college; and approve course fees and First Day Access Program for Math 171 and Math 210 effective January 2, 2024 as presented. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. **PASSED** (Note: These items will appear on the consent agenda.)

### **EXECUTIVE SESSION**

*Mr. Burke moved, seconded by Mr. Raftopoulos, to move into Executive Session at 5:37 p.m. to discuss personnel (5 ILCS 120/2(c)(1)) and 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 5:46 p.m.*

### **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

No action was taken as a result of Executive Session.

### **OMNIBUS VOTE**

Mr. Raftopoulos moved, seconded by Mr. Burke, for an omnibus vote for the remaining agenda items. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. **PASSED**

### **RESIGNATIONS**

Kelcey Trewin, Ag Business Faculty;  
Patrick May, Grounds, Sam Wolf Granite City Campus; and  
Antwan Stith, Commissioned Public Safety Officer, Belleville Campus.

## **RETIREMENT NOTIFICATIONS**

Tami Hughes, English Instructor, effective close of business May 31, 2024; and  
Dr. Gina Segobiano, Chief Academic Officer, effective close of business December 31, 2023.

## **APPOINTMENTS**

Bethanie Garcia to the full-time administrative position of Admissions Coordinator effective September 1, 2023 at an annual salary of \$48,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators.

Sarah Samples to the full-time administrative position of Associate Director of Communications, Marketing, and Public Information effective September 18, 2023 at an annual salary of \$59,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators.

Monica Allen to the full-time SWIC EE position of Enrollment Specialist effective September 1, 2023 at an annual salary of \$31,236 in accordance with the SWIC EE Collective Bargaining Agreement.

Julie Amann Naliborski to the full-time SWIC EE position of Enrollment Specialist effective September 1, 2023 at an annual salary of \$31,236 in accordance with the SWIC EE Collective Bargaining Agreement.

Jami Houston to the full-time administrative position of Director of Success Program effective September 1, 2023 at an annual salary of \$70,000, salary grade 5, and subject to the provisions of the Personnel Procedures for Administrators.

Helen Thomas to the full-time position of Computer Information System Instructor effective August 14, 2023 at a salary of \$56,031, Step 1 of the Faculty Salary Schedule in the Faculty Union Collective Bargaining Agreement for the 2023-2024 academic year.

Justine Maedeker-Smith to the full-time grant-funded administrative position of Coordinator of Health Science Success effective September 1, 2023 at an annual salary of \$51,310, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding.

Nicole Bach to the full-time grant-funded administrative position of Assistant Director of ATS Transportation Safety & Training effective August 16, 2023 at an annual salary of \$53,500, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding.

Kyle Boddie to the full-time Commissioned Public Safety Officer position at the Belleville Campus effective August 17, 2023 at an annual salary of \$45,760 with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Policemen's Benevolent Labor Committee - SWIC Public Safety Employees Union 2022-2025.

## **HIRE**

the following part-time instructors paid at the adjunct rate based upon educational attainment level and grant POI status for email and Brightspace access until effective start date of August 14, 2023:

James Burger, HVAR  
Justin Clark, HVAR  
William Tomlin, HVAR  
William Hunt, HVAR  
Taracisio Muratori, Jr., Engineering  
Joseph Ovalle, Art

Melanie Pailer to the part-time non-union position of Live Art Model effective September 1, 2023 at a rate of \$17.00 per hour.

Jacqueline Wyatt, Jeremiah Williams, Randy Galati and LaRonda Mathis to the part-time grant-funded positions of ATS Driver effective September 1, 2023 at an hourly rate of \$18.54 based on the SWIC ATS Local 6600 Salary Schedule for up to 28 hours per week and the continued receipt of external funding.

Theresa Hays to the part-time grant-funded SWIC EE position of RSVP Secretary effective September 1, 2023 at an hourly rate of \$15.00 for up to 28 hours per week and the continued receipt of external funding.

Kelsey Cowan to the part-time non-union coaching position of Tier II Assistant Volleyball Coach at an annual salary of \$6,200 for the 2023-2024 academic year.

the following individuals to the Belleville AmeriCorps Program for the 2023/2024 Program Year:

Byrenna Johnson  
Emily Smith  
Jakya Dale Grier  
Katelyn Downard  
Mary Long  
Timmara Howard

#### **AMENDED START DATE**

Willie Harris, Highway Construction program additional duties: April 24, 2023;  
William Boehm, part-time Aviation Pilot Instructor: August 14, 2023; and  
Bryson Schuette, Commissioned Public Safety Officer, Belleville Campus: August 16, 2023.

#### **CREATE AND ADVERTISE**

Full-time administrative position: Coordinator of Police Academy Training Program;  
Full-time grant-funded administrative position: Campus Site Director-Wyvetter H. Younge Higher Education Campus; and  
Full-time grant-funded SWIC EE position: ATS Driver (10).

#### **ADVERTISE**

Part-time SWIC EE Position: Enrollment Services Specialist  
Full-time SWIC EE Position: Student Life and Special Events Specialist  
Full-time Administrative Position: Academic Advisor and Program Specialist (2)  
Full-time Administrative Position: HRIS Specialist  
Part-time SWIC EE Position: Library Services Assistant

Part-time Non-Union Coaching Positions

Full-time Custodial Position: Grounds Worker, SWGCC

Full-time Administrative Position: Executive Assistant for CAO

Full-time SWIC EE Position: Administrative Assistant to the Dean of Business, Health Sciences,  
and Homeland Security

Full-time Administrative Position: Chief Academic Officer

Full-time Faculty: Computer Aided Drafting Coordinator/Instructor

English

Biology

Earth Science

Agriculture Business Management Coordinator/Instructor

### **PART-TIME PERSONNEL ACTION FOR JULY 2023**

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

Mr. Raftopoulos moved, seconded by Mr. Burke, 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.)

### **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, September 13, 2023 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 6:02 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss

Secretary to the Board of Trustees