

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
September 13 2021
5:15 p.m.

Committee members present: Robert G. Morton, Chairman
Nick Raftopoulos

Committee member absent: Sara Soehlke

Trustees present: John Blomenkamp
Steve Campo
Mya Gill
Charles Hannon
Richard Roehrkasse

Administrators present: Nick J. Mance
Linda Andres
Danielle Chambers
Anna Moyer
Missy Roche
Gina Segobiano, Ed.D.
Robert Tebbe
Bernie Ysursa

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Morton called the meeting to order at 5:15 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Mr. Morton, to approve the minutes of the August 9, 2021 meeting and the August 9, 2021 Executive Session as submitted. The motion carried.

GRANTS

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees accept the following grants:

- continuation of the Illinois Department on Aging state grant for the Foster Grandparent Program in the amount of \$33,729 for the period July 1, 2021 through June 30, 2022 to provide mentoring and tutoring to special needs children ranging in age from infancy to twenty-one;
- continuation of the City of Belleville local grant for the Programs and Services for Older Persons in the amount of \$39,500 for the period July 1, 2021 through April 30, 2022 to support the various PSOP programs;

- new Puentes de Esperanza local grant for the Adult Education English as a Second Language program in the amount of \$17,334 for the period September 1, 2021 through June 30, 2022 to support the “Aprendizaje en Familia: Learning as a Family Program” by serving adults through the English as a Second Language program; and
- continuation of the Office of the Secretary of State, Illinois State Library state grant for the Adult Education Project Read Adult Volunteer Literacy program in the amount of \$36,074 for the period July 1, 2021 through June 30, 2022 to coordinate literacy programs to promote, support, implement, and maintain library services for the cultural, educational, and economic development of the State of Illinois and of the inhabitants of the State of Illinois.

The motion carried. (These items will appear on the consent agenda.)

AGREEMENTS

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the following agreements:

- renewal articulation agreement between Southern Illinois University Carbondale and Southwestern Illinois College, District #522 to provide transfer of SWIC Associate of Applied Science-Computer Aided Design Machine degree to SIUC Bachelor of Science-Industrial Management and Applied Engineering Quality Management Specialization degree;
- new affiliation agreement between Alton Memorial Hospital and Southwestern Illinois College, District #522 to allow SWIC Health Sciences students enrolled in Practical Nursing program to participate in clinical experience;
- new affiliation agreement between Alton Memorial Hospital and Southwestern Illinois College District #522 to allow Health Sciences students enrolled in Practical Nursing program to participate in clinical experience;
- new affiliation agreement between Alton Memorial Hospital and Southwestern Illinois College, District #522 to allow Health Sciences students enrolled in Practical Nursing program to participate in clinical experience;
- new affiliation agreement between Christian Hospital Northeast-Northwest and Southwestern Illinois College, District #522 to allow Health Sciences students enrolled in the Radiologic Technology program to participate in clinical experience;
- new affiliation agreement between Randolph Hospital District dba Memorial Hospital and Southwestern Illinois College, District #522 to allow Health Sciences students enrolled in the Radiologic Technology program to participate in clinical experience;
- new transitional Math Partnership Agreement between Waterloo CUSD 5 and Southwestern Illinois College, District #522 providing that high school seniors successfully completing the Transitional Math course at Waterloo High School will be deemed “math college-ready” by Southwestern Illinois College and eligible to take either Math 107 or Math 111 at Southwestern without further placement requirements;

- new Memorandum of Agreement between Salvation Army, Belleville, IL and Southwestern Illinois College, District #522 to establish a working relationship to offer SoftSkills classes at the facilities of Salvation Army to adult learners 17 and older who desire to seek employment; and
- continuation of partnership agreement between St. Clair County Intergovernmental Grants Department-Workforce Development Group and Madison County Employment & Training Department Consortium as a part of the application to the Illinois Department of Commerce and Economic Opportunity for additional regional apprenticeship funds.

The motion carried. (These items will appear on the consent agenda.)

STUDENT SERVICES UPDATE

Interim Chief Student Services Officer Danielle Chambers provided the following report to the trustees:

Student Services Update

- Red Bud has a full-time Academic Advisor and student services is working with Angie Stewart-Brown to provide a welcome back event. The event will take place on September 7th and 8th.
- The service indicator for 30 credit hours has been activated and will be run after the census date. The names will be divided among the advisors and they will begin to audit the accounts.
- All classes at the Air Force Base were able to continue. Our Air Force Base advisor will continue to monitor the need and reach out to students and potential students.
- Careers continues to provide mock interviews and career overview presentation to our classrooms.
- Mike Conley became a part of the student services team on August 16th. He stepped right in and began assisting departments with getting apprenticeship opportunities approved. Careers is exploring the opportunity of registering SWIC as a registered intermediary for selected apprenticeship opportunities.
- FAFSA has waived the Selective Service and the V1 verification for students. This allows for an easier and quicker process when students are trying to receive aid. It also helps with eligibility for more students.

EXECUTIVE SESSION

Mr. Raftopoulos moved, seconded by Mr. Morton, to move into Executive Session at 5:25 p.m. to discuss personnel (5 ILCS 120/2(c)(1) and litigation (5 ILCS 120/2(c)(11)). Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Morton. Nays: none. Absent: Ms. Soehlke. PASSED

There was consensus to return to regular session at 6:03 p.m.

ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No action was taken as a result of Executive Session.

OMNIBUS VOTE

Trustee Raftopoulos and Chairman Morton agreed to an omnibus vote for the items on the Personnel, Programs and Services Committee agenda.

RESIGNATIONS

Chief Human Resources and Operations Officer Anna Moyer presented the following resignations:

Jamie Wheeler, Accountant II	COB September 15, 2021
Brandon Borkowski, Commissioned Public Safety Ofr, BC	COB August 31, 2021
Eric Hilderbrand, Commissioned Public Safety Ofr, BC	COB August 15, 2021

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the resignations as presented. The motion carried. (These items will appear on the consent agenda.)

RETIREMENT NOTIFICATION

Chief Human Resources and Operations Officer Anna Moyer presented the following retirement notification:

Van Muschler, Director of Police Academy & AOJ Faculty	COB July 28, 2023
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Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees accept the retirement notification as presented. The motion carried. (This item will appear on the consent agenda.)

APPOINTMENTS

Chief Human Resources and Operations Officer Moyer presented the following appointment recommendations:

Christine Roy to the full-time administrative position of Associate Director of the Disability and Access Center effective September 23, 2021 at an annual salary of \$60,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

Create an additional full-time administrative position of Coordinator of Success Programs using the existing applicant pool and appoint Jami Houston to the full-time administrative position of Coordinator of Success Programs effective November 1, 2021 at an annual salary of \$51,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Jeannie Schubert to the full-time administrative position of Coordinator of Success Programs, effective September 23, 2021 at an annual salary of \$47,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Rachel Sullivan to the full-time SWIC EE position of full-time General Lab Technician effective September 23, 2021 at an annual salary of \$32,812 in accordance with the SWIC EE Collective Bargaining Agreement;

Amy Morgan to the full-time full-time SWIC EE position of Accounts Receivable Clerk effective October 1, 2021 at an annual salary of \$32,813 in accordance with the SWIC EE Collective Bargaining Agreement; and

Scott Niemann to the full-time SWIC EE position of Information Technology Technical Services Coordinator at the Sam Wolf Granite City Campus with district-wide responsibilities effective October 1, 2021 at an annual salary of \$43,929 subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 6600;

Trustee Campo questioned the open position of Associate Director of the Success Center. Ms. Moyer responded if the interim appointment of Ms. McClure is approved, she wanted to make certain these two Coordinators of Success Programs could help while we do more research on the open position. We are going to need additional staffing and the two positions tonight and the request to advertise will help short term.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the appointments as presented. The motion carried. (These items will appear on the consent agenda.)

AUTHORIZATION TO HIRE

Chief HR and Operations Officer Moyer presented the following requests to hire:

Kevin Monk to the part-time Custodian position effective October 1, 2021 at an hourly rate of \$14.07, subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 148;

Anitra Dorsey to the part-time SWIC EE position of Success Programs Support Specialist at the Sam Wolf Granite City Campus effective October 18, 2021 at an hourly rate of \$14.52 an subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600;

Runali Phillips to the part-time SWIC EE position of Success Programs Support Specialist at the Belleville Campus effective October 1, 2021 at an hourly rate of \$14.52 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600;

Andrew Dohlke to the part-time SWIC EE position of Help Desk Technician at the Bellville Campus with district-wide responsibilities at an hourly rate of \$18.03 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600;

Auburn Meister-Barnes and Michelle Marciniak to the part-time SWIC EE positions of Library Services Assistant effective October 18, 2021 and October 1, 2021 respectively at an hourly rate of \$11.11 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600;

Shelise Wilborn-Robinson and Imani Combs to the part-time grant-funded SWIC EE positions of ATS Dispatcher effective October 1 2021 at an hourly rate of \$15.00 for up to 28 hours per week; and

Sandra Horton as a part-time member in the Belleville AmeriCorps program for the 2021/2022 Program Year.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the authorizations to hire as presented. The motion carried. (These items will appear on the consent agenda.)

AUTHORIZATION TO HIRE (emergency basis)

Ms. Moyer presented the following individuals to hire as part-time instructors on an emergency basis effective August 23, 2021 unless otherwise noted:

William Andersen	EET
Danny Halel	HVAR
Donald Rommerskirchen	HVAR
Tracie Renschen	HES
Katie Bahm	Education
Renee Lynd	Medical Assistant
Meredith Green	Sign Language Studies
Shaneice Penny	Nurse Assistant
Tyler Taylor	Pharmacy Technician
Jessica Wallace	Medical Assistant
Kristi Arnolds	Nursing Clinical (8-26-21)
Jacob Cook	CISCO LACE Asst (8-28-21)
Gabriel Helwig	Welding
Svetlana Nikic	General Technology Math

Trustee Hannon questioned why we do it this way. Ms. Moyer replied that on or around 2017 the Board of Trustees directed that all hires had to be brought for Board approval. Board Attorney Hoerner added because there was no accounting of part-time hires.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the requests to hire as presented. The motion carried. (These items will appear on the consent agenda.)

AUTHORIZATION TO TRANSFER

Chief Human Resources and Operations Officer Moyer presented a request to transfer Judy Foret as part-time Field Coordinator, SCP-St. Clair County to the grant-funded part-time Field Coordinator, SCP-Madison County position effective October 1, 2021 at her current rate of pay.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the transfer request as presented. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO RECLASSIFY

Ms. Moyer presented a request to approve reclassification of Brandon Borkowski from full-time to part-time job status for the position of Certified Commissioned Public Safety Officer at the Belleville Campus effective September 16, 2021. Mr. Borkowski has accepted a full-time position not related to SWIC but has requested to continue employment at SWIC as a part-time Commissioned Public Safety Officer at the Belleville Campus.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the job classification request as presented. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO CREATE AND TO ADVERTISE

Ms. Moyer presented a request to create and to advertise the full-time administrative position of Campus Executive Director, Sam Wolf Granite City Campus at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators. The position will serve as a member of President’s Staff and serve as a campus liaison for staff having functional area responsibility and assist in providing campus

service and support consistent with established policies and procedures. This position will engage with Granite City High School, community and workforce partners to help build pathways and programs to grow enrollment at this campus.

Trustee Hannon questioned why administration was doing this now. Ms. Moyer replied that with Covid and with not having in-person services we held back on some positions, this being one of them. Now that things are reopening, we want to make sure we have staff in place for the campuses, SAFB, etc. Mr. Hannon asked if this person has any academic responsibilities at all; why it reports to the President; and how will academic problems get solved at the campus. Ms. Moyer offered that you still have the Chief Academic Officer and Dean structure, to which Mr. Hannon stated that it would make sense if this individual and position have some academic background. CAO Segobiano added to Ms. Moyer's statement that in addition to the CAO and Dean structure, you have the Dean and Associate Dean structure.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the request to create and to advertise as presented. The motion carried. (This item will appear on the consent agenda.)

INTERIM APPOINTMENT

Chief Human Resources and Operations Officer Moyer presented a request to appoint Suzanne McClure to the full-time administrative position of Interim Campus Executive Director, Sam Wolf Granite City Campus, effective October 1, 2021 at an annual salary of \$99,500 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the interim appointment of Suzanne McClure as presented. The motion carried. (This item will appear on the consent agenda.)

AUTHORIZATION TO ADVERTISE

Ms. Moyer presented the following requests to advertise:

- Part-time Grant-funded SWIC EE Position: Field Coordinator, Senior Companion Program, St. Clair County
- Full-time SWIC EE Position: Shipping and Receiving Coordinator
- Part-time SWIC EE Position: Employment Training Specialist
- Part-time SWIC EE Position: Employment Training Assistant
- Full-time Custodian: Shift Leader
- Full-time Medical Assistant Coordinator/Instructor Faculty
- Full-time Administrative Position: Accountant II
- Part-time Grant-funded SWIC EE Position: Special Projects Coordinator

Mr. Raftopoulos moved, seconded by Mr. Morton, to approve the requests to advertise as presented. The motion carried.

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL ACTIONS

Chief HR and Operations Officer Moyer presented a request to ratify the monthly notification of part-time personnel report for August 2021. There are a total of 76 newly hired employees; 12 Persons of Interest; one termination; and four declinations of employment on the August 2021 report.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees ratify the actions taken on the August 2021 report. The motion carried. (This item will appear on the consent agenda.)

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Monday, October 11, 2021 at 5:15 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Raftopoulos moved, seconded by Mr. Morton, to adjourn the meeting at 6:26 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees

NOTE: These minutes were unapproved by the Personnel, Programs and Services Committee.