



**BOARD OF TRUSTEES**  
**Community College District No. 522**  
**Marsh Conference Room**  
**Belleville Campus**  
**November 17, 2021**

**CALL TO ORDER**

A meeting of the Board of Trustees of Community College District #522 was held Wednesday, November 17, 2021 in the Marsh Conference Room at the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Raftopoulos called the meeting to order at 5:30 p.m.

**ROLL CALL**

Trustees present:

John S. Blomenkamp  
Steve Campo  
Mya Gill, Student Trustee  
Charles Hannon  
Robert G. Morton  
Nick Raftopoulos  
Sara Soehlke

Trustee absent:

Richard Roehrkasse

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

Chairman Raftopoulos referred to the consent agenda and asked if any trustee wished to remove any items. The following items were pulled from the consent agenda:

Chairman Raftopoulos pulled:

IX. A. 4  
Purchase

Trustee Campo pulled:

VI. A.-D.  
Approval of Minutes

Trustee Blomenkamp pulled:

IX. A. 1, 2  
Purchases

**MOTION 11-17-21:01**

Mr. Hannon moved, seconded by Ms. Soehlke, to:

- approve second reading of proposed amendment to Board Policy 2001: Board of Trustees Bylaws;
- approve first reading of proposed amendment to Board Policy 2001: Board of Trustees Bylaws;
- purchase HVAR lab/welding component for the welding program from Cee Kay Supply, St. Louis MO in the amount of \$66,742.58 utilizing Workforce Equity Development grant funds;
- renew the Axway maintenance contract for the period January 1, 2022 through June 30, 2022 (six months) for \$11,874.13 utilizing budgeted department funds;
- purchase a design to determine cellular booster location at the Belleville, Sam Wolf Granite City, and Red Bud campuses from Zaggarri Engineering, St. Louis, MO in the amount of \$16,410.00 utilizing the CARES grant funds;
- purchase licensing, training, and professional services to implement OnBase Document Imaging software from Hyland Software, Westlake, Ohio for a total cost of \$165,034.00 utilizing the CARES grant funds;
- purchase 300 wireless Kajeet internet hubs for student and employee use from CDW-G, Chicago, IL for a total cost of \$63,021.00 utilizing CARES, Workforce Equity and Adult Education grant funds;
- renew TargetX Recruitment Suite contract from TargetX for five-year amount of \$176,000.00 (\$35,200.00/year) utilizing budgeted department funds;
- purchase Spring 2022 enrollment advertising from TEGNA/KSDK Channel 5 in the amount of \$18,500.00 utilizing budgeted department funds;
- purchase radio advertising for Spring 2022 enrollment from Hubbard Radio in the amount of \$28,100 utilizing the budgeted department funds;
- approve the Running Start Agreement template for the 2022-2023 academic year which reduces the program cost from \$4,858 per year to \$4,148 per year;
- approve the Homeschooled Running Start Agreement template for the 2022-2023 academic year which reduces the program cost from \$4,858 per year to \$4,148 per year;

- dispose of the following college property in accordance with Board Policy 6008 and Administrative Procedure 6008AP, Disposal of College Property:

1999 Plymouth Voyager Minivan, VIN#2P4G25G9XR315449  
 License # M113670  
 Cost \$16,965  
 Date 1/4/1999  
 SWIC Tag #00012490;

- approve the following proposed PHS projects for FY2022 from FGM Architects. Project budget total is \$2,132,930.00;

	<u>Project Total</u>	<u>Architect Fee</u>
Fire Alarm Upgrade	\$ 650,000.00	\$ 68,120
Granite City Chiller Replacement	\$ 500,000.00	\$ 57,500
PSOP Boiler Replacement	\$ 60,000.00	\$ 8,800
Emergency Mass Notification	\$ 922,930.00	\$ 92,300
 Total	 \$2,132,930.00	 \$226,720

- adopt tax levy resolutions by title only;
- adopt Resolution Adopting Calendar Year 2021 Tax Levy:

<u>RESOLUTION ADOPTING CALENDAR YEAR 2021 TAX LEVY</u>	
Education Fund	\$ 10,385,597.00
Operations and Maintenance Fund	\$ 2,203,005.00
Education Equity Tax	\$ 10,283,314.00
Liability Fund	\$ 4,250,000.00
Audit Fund	\$ 60,000.00
Bond Fund	\$ 4,518,764.00
Protection, Health, and Safety Fund	\$ 3,250,000.00
 Total Aggregate Tax Levy	 \$ 34,950,680.00

- adopt Resolution of Intent to Levy an Additional Tax pursuant to Section 3-14.3 of the Illinois Public Community College Act;
- approve the agreements;
- amend the 2021-2022 and 2022-2023 Academic Calendars;
- approve the curriculum for the new programs of:  
 Ag Business Management, OCCUP 0082, AAS Degree, 64 credit hours  
 Diagnostic Medical Sonography, OCCUP 028A, Certificate, 42 credit hours;
- approve the course fees effective Fall 2021 and Summer 2022;

- accept the retirement notification of Tom Bilyeu, a full-time faculty member in the business division and coordinator for Management & Marketing, effective close of business December 31, 2022;
- accept the retirement notification of Matt Swinford, a full-time faculty member in the business division and coordinator for Cybersecurity & Networking, effective close of business August 1, 2023;
- accept the resignation of Carole Presson, Assistant Professor of Administration of Justice, effective close of business December 22, 2021;
- accept the resignation of Susan Leahy, Director of Finance, effective close of business January 4, 2022;
- accept the resignation of Nicole Snedigar, Assistant Human Resources Director, effective close of business September 30, 2021;
- appoint Sarah Galbraith to the full-time SWICEE position of Administrative Assistant to the Dean of Arts & Sciences, effective January 3, 2022 at an annual salary of \$34,855, in accordance with the SWICEE Collective Bargaining Agreement;
- appoint Michael Craig to the full-time SWICEE position of Shipping/Receiving Coordinator, effective December 1, 2021 at an annual salary of \$37,055 in accordance with the SWICEE Collective Bargaining Agreement;
- appoint Stefen Schoemehl to the full-time administrative position of Instructional Technology Manager effective January 3, 2022 at an annual salary of \$60,000 at salary grade 3 and subject to the provisions of the Personnel Procedures for Administrators;
- appoint Chelsey Mikuleza to the full-time administrative position of Financial Aid Technical Specialist, effective November 18, 2021 at an annual salary of \$46,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators;
- appoint Cynthia (Casey) Parker to the full-time administrative position of Coordinator of Culinary and Food Truck Operations, effective December 1, 2021 at an annual salary of \$50,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators;
- appoint Mередith Shivers to the full-time administrative position of Director of Adult Education, effective November 18, 2021 at an annual salary of \$90,000 at salary grade 7 and subject to the provisions of the Personnel Procedures for Administrators;
- appoint Michele Jako to the full-time administrative position of Director of Payroll, effective January 3, 2022 at an annual salary of \$81,000 at salary grade 6 and subject to the provisions of the Personnel Procedures for Administrators;

- appoint Myki Rhodes to the full-time administrative position of Director of Student Finance, effective December 1, 2021 at an annual salary of \$72,000 at salary grade 6 and subject to the provisions of the Personnel Procedures for Administrators;
- appoint Bethany Phillips and Courtney Whipple to the two full-time faculty positions of grant-funded LPN/Nurse Assistant Instructor, effective December 1, 2021 at an annual salary of \$50,951 in accordance with the FT Faculty Memorandum of Understanding;
- appoint David Cange, Timothy Cange, and Rebekah Kuehn to the three full-time Custodian positions effective December 1, 2021 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;
- hire Michelle Carroll to the part-time 12-month SWIC EE position of Administrative Assistant at the Sam Wolf Granite City Campus, effective November 18, 2021 at an hourly rate of \$14.38 for up to 28 hours per week in accordance with the current SWIC Educational Employees IFT-AFT Local 6600 salary schedule;
- hire Christopher Parciak to the part-time SWIC EE position of Library Services Assistant, effective December 1, 2021 at an hourly rate of \$11.11 for up to 28 hours per week in accordance with the current SWIC Educational Employees IFT-AFT Local 6600 salary schedule;
- hire Brad Dietrich to the part-time SWIC EE position of Physical Fitness Assistant, effective November 18, 2021 at an hourly rate of \$16.50 for up to 28 hours per week in accordance with the current SWIC Educational Employees IFT-AFT Local 6600 salary schedule;
- hire Douglas Fitzpatrick, George Tillman, and Alexander Maxwell to the part-time grant-funded SWIC EE position of ATS Driver, effective December 1, 2021 at an hourly rate of \$15.00 for up to 28 hours per week in accordance with the current SWIC-ATS IFT-AFT Local 6600 salary schedule and upon a clear background, DOT physical and the continued receipt of external funding;
- hire part-time instructors, effective January 10, 2022 for the Spring 2022 term at a salary based on education attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Lisa Jellum, Health & Science  
 Christopher Strangeman, History  
 Faith Fields, Nursing Education  
 Amy Signore, Nursing Education  
 Maria Sutherland, Nursing Education  
 Daniel McCoy, Music;

- hire two emergency part-time LPN Practical Nursing Clinical instructors at a salary determined based on education attainment and number of credit hours assigned and continuing in accordance with the terms and conditions of the current collective bargaining agreement with the adjunct faculty:

Bethany Phillips        effective 10/18/21  
 Carmen Potter         effective 10/19/21;

- hire two (2) part-time Custodians, effective December 1, 2021 at an hourly rate of \$14.07, subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 148

Makayla Cumins  
 Catrina Harrington;

- approve five (5) part-time coaching contracts, effective for FY 2022:

Ed Martz	Softball	\$3,500
Bo Burkhart	Men’s Basketball	\$3,500
Jonathan Denny	Women’s Basketball	\$3,500
Brad Dietrich	Women’s Soccer	\$3,500
Jonathan Brandt	Baseball	\$3,500;

- hire Jan Worms as a part-time member in the Belleville AmeriCorps program for the 2021-2022 program year;
- create and to advertise the following positions:

Full-time administrative position of SharePoint Administrator, at salary grade 7 per the Administrator pay scale;

Two full-time administrative positions of Academic Advisor and Intake Specialist, at salary grade 2 per the Administrator pay scale; and

Two part-time SWICEE positions of Success Programs Support Specialist, with a starting salary of \$14.53 per hour up to 28 hours per week;

- transfer Elizabeth Farer, the Special Projects Coordinator HSE (PTEC-080-05) to Special Projects Coordinator Vocational (PTEC-016-01) effective November 18, 2021;
- ratify the October 2021 part-time and temporary faculty and staff actions according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

Upon a roll call vote, those trustees voting aye were Ms. Gill (opinion), Mr. Blomenkamp, Mr. Hannon, Mr. Morton, Ms. Soehlke, and Mr. Raftopoulos. Nays: none. Absent: Mr. Roehrkasse. Present: Mr. Campo. **PASSED**

## ITEMS PULLED FROM THE CONSENT AGENDA

### Item VI. A.-D.            Approval of Minutes

Trustee Campo stated he pulled all of the minutes from the consent agenda as he feels, “Some of the minutes may not have been transcribed. There are a lot of open-ended comments and questions from people that are responding and not included in the minutes. Charles (Hannon) had a pretty good idea to address when the ICCTA is working with us. We have two committee meetings we missed. Charles, you want to talk about your idea?”

Trustee Hannon questioned what should be in the minutes that impact us and suggested discussing with ICCTA Executive Director Jim Reed at the upcoming Board Retreat. Mr. Hannon added he is just trying to find a way to mediate. Board Attorney Hoerner recommended tabling the approval of minutes, identifying what the issues are and addressing them administratively to amend. Chairman Raftopoulos tabled approval of the minutes.

### Item IX. A. 1.            Purchase

#### **MOTION 11-17-21:02**

Mr. Campo moved, seconded by Mr. Hannon, to purchase staff task chairs for the Information Science Building from Louer Planning & Facility, Inc. Collinsville, IL in the amount of \$107,654.31 utilizing budgeted department funds. There was no discussion or comments from any of the trustees.

Upon a roll call vote, those trustees voting aye were Ms. Gill (opinion), Mr. Campo, Mr. Hannon, Ms. Soehlke, and Mr. Raftopoulos. Nays: Mr. Blomenkamp and Mr. Morton. Absent: Mr. Roehrkasse. **PASSED**

### Item IX. A. 2.            Purchase

#### **MOTION 11-17-21:03**

Mr. Campo moved, seconded by Mr. Hannon, to purchase carpet for the Information Science Building from CI Select, St. Louis MO in the amount of \$70,645.00 utilizing budgeted department funds. Trustee Blomenkamp questioned the square footage and the cost per square foot. CFO Missy Roche replied 10,000 square feet; and the amount per square foot ranges from \$5.49 to \$6.99.

Upon a roll call vote, those trustees voting aye were Ms. Gill (opinion), Mr. Campo, Mr. Hannon, Mr. Morton, Ms. Soehlke, and Mr. Raftopoulos. Nays: Mr. Blomenkamp. Absent: Mr. Roehrkasse. **PASSED**

### Item IX. A. 4            Purchase

The agenda topic to purchase study pods for the Sam Wolf Granite City Campus Library was tabled.

## **APPROVAL OF BILLS**

### **MOTION 11-17-21:04**

Mr. Campo moved, seconded by Ms. Soehlke, to approve the bills as presented including travel-related expenses of members of the Board of Trustees and of employees:

Education Fund	\$1,118,452.87
Operations & Maintenance Fund	284,127.92
Operations & Maint. Fund Restricted	53,671.80
Bond & Interest Fund	4,394,358.73
Restricted Purposes Fund	423,891.29
Trust & Agency Fund	8,044.16
Audit Fund	4,300.00
Liability, Protection & Settlement Fund	28,392.39
Grand Total All Funds	\$6,315,239.16

Upon a roll call vote, those trustees voting aye were Ms. Gill (opinion), Mr. Blomenkamp, Mr. Campo, Mr. Hannon, Mr. Morton, Ms. Soehlke, and Mr. Raftopoulos. Nays: none. Absent: Mr. Roehrkasse. **PASSED**

### **PLANNING AND POLICY COMMITTEE**

Chairman Hannon introduced the topic of temporarily bringing back faculty retirees to work at SWIC. Trustee Campo recommended changing the policy (3005) and reverse the action taken in 2018 and go back to the original version of the policy. Trustee Blomenkamp posed the question if Mr. Campo was saying to let the departments do what they want. Trustees Blomenkamp and Campo discussed tracking the hours for SURS annuitants. Mr. Campo stated, "SWIC has a great HR Department, and Kim Thompson can monitor this. We want to make certain the college is not penalized for SURS because hours exceeded maximum return to work. We should not make it hard to come back to work. It seems like two pages of regulations that you have to jump through to come back to the college making it discouraging and unwelcoming to return."

Board Attorney Hoerner reported the return to work clause contained in the current policy was based on what SIUE does. The topic can be brought back but it is really a discussion for the Planning and Policy Committee.

Trustees Blomenkamp and Campo requested Director of Human Resources Marisa Ruser bring to the next committee meeting the number of retirees currently working at the college.

### **FACILITIES AND FINANCE COMMITTEE**

The committee had no additional items.

### **PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**

The committee had no additional items.

## **REPORTS**

### **President's Report**

President Mance reported he and Chairman Raftopoulos are working with ICCTA Executive Director Jim Reed to determine a date for a Board Retreat. Early indications are that it will be one evening between December 7 and December 9 but nothing definite has been scheduled and is subject to change.

Congratulations to the SWIC Women's Soccer Team who won the at-large bid for the National Tournament in Wichita, KS the week of November 15. The team was seeded #9 out of 12 but lost to Pima Community College (#4 seed) in the first round 2-0; and lost last night to Holmes Community College (#5 seed) 2-0. We are very proud of these SWIC student athletes who represented SWIC well.

The SWIC Men's Basketball Team plays tonight at 7 p.m. Their record is currently 3-0.

### **ICCTA Report**

Trustee Hannon, the ICCTA Board of Representatives Alternate, provided the ICCTA Board Highlights from the November 12-13, 2021 meeting held at the Chicago Marriott Schaumburg Hotel in Schaumburg, IL.

The next meeting of the ICCTA Board of Representatives will be held in March 2022. The seminar will cover financial information.

Mr. Hannon stated that Trustee Roehrkasse does not say this, but he is well-respected at the ICCTA.

### **Attorney's Report**

Mr. Hoerner had no report.

## **ADJOURNMENT**

Ms. Soehlke moved, seconded by Mr. Hannon, to adjourn the meeting at 6:08 p.m. Following a voice vote the motion carried.

Approved: **12-15-21**

Respectfully submitted,

---

Nick Raftopoulos  
Board Chair

---

Beverly J. Fiss  
Secretary to the Board of Trustees