

PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
Seibert Conference Room
Belleville Campus
April 13, 2022
5:30 p.m.

Committee members present: Steve Campo, Chairman
Nick Raftopoulos
Sara Soehlke (remote)

Trustees present: Charles Hannon
Richard Roehrkasse

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

CALL TO ORDER

Chairman Campo called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to approve the minutes of the regular meeting of February 9, 2022 as presented. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke, and Mr. Campo. Nays: none. Absent: none. The motion carried.

GRANTS AND AGREEMENTS

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

- continuation of the AmeriCorps federal grant in the amount of \$98,560 for the period April 1, 2022 through March 31, 2023 for the Retired Senior Volunteer Program to provide volunteers for non-profit agencies in St. Clair and Madison Counties and to reimburse volunteers within certain guidelines; this is the first year of the three-year continuing federal grant;
- continuation of the Illinois Department of Commerce and Economic Opportunity/Community Services Block grant for the Adult Education and Vocational Training program in the amount of \$6,000 for the period January 1, 2022 through December 31, 2022 to provide income eligible St. Clair County residents assistance with obtaining short term vocational training to include Certified Nursing Assistant, Forklift Safety, or Welding or vouchers to take certified exam for the High School Equivalency Testing;

- continuation of the Illinois Department of Commerce and Economic Opportunity/Community Services Block grant for the Adult Education and Vocational Training program in the amount of \$21,120 for the period January 1, 2022 through December 31, 2022 to provide income eligible Madison County residents assistance with obtaining short term vocational training to include Certified Nursing Assistant, Computer Numeric Coding, Forklift Safety, Blue Printing, or Welding or vouchers to take certified exam for the Adult Education program;
- approve new facility agreement between New Oak Hill, Waterloo, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- approve renewal facility agreement between Illinois Department of Human Services, East Alton, IL and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- approve renewal facility agreement between Florissant Police Department, Florissant, MO and Southwestern Illinois College, District #522 to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;
- approve new agreement between Barnes-Jewish Hospital, St. Louis, MO and Southwestern Illinois College, District #522 to allow students in the Pharmacy Technician program to participate in clinical experience;
- approve new agreement between Cedarhurst Senior Living, various Illinois sites, and Southwestern Illinois College, District #522 to allow students in the Practical Nursing program to participate in clinical experience; and
- approve new agreement between Eden Village Retirement Center, Glen Carbon, IL and Southwestern Illinois College, District #522 to allow students in the Nursing Education program to participate in clinical experience.

Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke, and Mr. Campo. Nays: none. Absent: none. 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:

Our Student Services Division continues to assist our students to ensure that they have a positive educational experience. Below are our monthly highlights:

- Graduation plans are being finalized. Each graduate will be allowed to bring two guests, admission by ticket. A communication is being sent to the students.
- American Rescue Act Plan disbursements will go out beginning the end of March. Disbursement will follow the same process as the Fall semester.
- Priority Enrollment starts March 31st and Open Enrollment starts April 4th.

- PALS staff have begun visiting high school classrooms to educate potential students on how they can receive financial support to attend SWIC.
- Student Services continues to cross-train our staff to ensure that all student needs continue to be addressed in a timely manner.
- Career Services continues to go into classrooms, as requested, to provide workshops and presentations on career readiness.
- Student Life and Activities continues to increase their presence on all our satellite campuses.
- Disability and Access Center staff have been increasing their presence in schools and IEP meetings educating potential students with disabilities on how they can be successful with supports at SWIC.

GIFT TO THE COLLEGE

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees accept a Zeiss Vista CMM for the Industrial Technology program. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke, and Mr. Campo. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

EXECUTIVE SESSION

An Executive Session was not called.

PERSONNEL ISSUES

Chairman Campo entertained an omnibus vote for all remaining topics on the agenda and to place on the consent agenda those items that require Board approval. There was agreement from the committee.

RESIGNATIONS

Brianna Hamman, Academic Advisor
Micah Sexton, SWIC EE Secretary, ATS

COB 04-01-22
COB 04-15-22

RETIREMENT NOTIFICATIONS

Stan Hatfield, professor of Earth Science and Department Chair Physical Science, effective close of business May 31, 2024.

Melissa Snelson, Highway Construction Careers Training Coordinator, effective close of business June 30, 2022.

APPOINTMENTS

Wendy Ingles to the full-time administrative position of Accountant II effective May 1, 2022 at an annual salary of \$59,000 at salary grade 4 and subject to the provisions of the Personnel Procedures for Administrators.

Kamil Frierson to the full-time administrative position of Academic Advisor effective May 2, 2022 at an annual salary of \$40,500 at salary grade 1 and subject to the provisions of the Personnel Procedures for Administrators.

Kristopher Matthews to the full-time administrative position of Veterans Service Coordinator effective June 1, 2022 at an annual salary of \$45,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators.

Sherry Kaesberg to the full-time SWIC EE position of Financial Aid Technical Support Specialist effective May 2, 2022 at an annual salary of \$32,813 per the SWIC EE Collective Bargaining Agreement.

Robert Biebel to the full-time Shift Leader (Custodial) position at the Belleville Campus effective May 2, 2022 at an hourly rate of \$29.85 subject to the provisions of the Collective Bargaining Agreement between SWIC District 522 and Local 116 SEIU, Services Employees Union.

Justin O'Neal to the full-time Maintenance position at the Belleville Campus effective May 2, 2022 at an hourly rate of \$26.00 subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 116 SEIU, Services Employees Union.

Tony Vaughn to the full-time Maintenance position at the Belleville Campus effective May 2, 2022 at an hourly rate of \$26.00 subject to the provisions of the Collective Bargaining Agreement between SWIC District 522 and Local 116 SEIU, Services Employees Union.

Marion Marquez to the full-time SWIC EE position of Student Accounts Receivable Clerk at the Belleville Campus effective May 1, 2022 at an annual salary of \$32,813 in accordance with the SWIC EE Collective Bargaining Agreement.

Andrew Craig to the full-time faculty position of Aviation Maintenance Technology Instructor at the Sam Wolf Granite City Campus effective June 1, 2022 at an annual salary of \$71,766 which is Step 1 in accordance with the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local 4183.

David Bohnenstiehl to the full-time faculty position of Coordinator/Instructor for the Industrial Electricity program effective June 1, 2022 at an annual salary of \$48,491 which is Step 1 in accordance with the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local 4183.

Dr. Amanda Lough to the full-time faculty position of Earth Science Instructor effective August 1, 2022 at an annual salary of \$59,094 which is Step 3 in accordance with the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local 4183.

Jessica Wampole to the full-time faculty position of Biology Instructor effective August 1, 2022 at an annual salary of \$51,461 which is Step 1 in accordance with the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local 4183.

Jacqueline Owens to the full-time faculty position of Coordinator/Instructor of the Diagnostic Medical Sonography program effective May 16, 2022 at an annual salary of \$52,742 which is Master Step 3 on

the 2022-2023 Salary Schedule in accordance with the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local 4183.

Kelcey Trewin to the full-time faculty position of Agriculture Business Management Program Coordinator/Instructor effective May 16, 2022 at an annual salary of \$52,742 which is Step 3 on the 2022-2023 Salary Schedule in accordance with the Collective Bargaining Agreement between Southwestern Illinois College District #522 and Faculty Union Local 4183.

Kathryn Carlton to the full-time SWIC EE position of Administrative Assistant to the Dean effective May 1, 2022 at an annual salary of \$34,855 in accordance with the SWIC EE Collective Bargaining Agreement.

Kevin Tharp to the full-time position of Public Safety Commissioned Officer at the Belleville Campus effective April 21, 2022 at an annual salary of \$38,188 with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019.

Jarae Weatherby to the full-time position of Public Safety Commissioned Officer at the Belleville Campus effective April 21, 2022 at an annual salary of \$38,188 with employment subject to the provisions of the Collective Bargaining Agreement between Southwestern Illinois College and Illinois Council of Police (ICOPS) - Southwestern Illinois College Chapter, 2016-2019.

Yvette Schultz to the full-time grant-funded administrative position of Success Coach for Early Childhood Education effective May 2, 2022 at an annual salary of \$50,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding.

Michelle Deverman to the full-time administrative position of Scott Air Force Base, Site Manager effective June 1, 2022 at an annual salary of \$50,000 at salary grade 2 and subject to the provisions of the Personnel Procedures for Administrators.

Dr. Kimberly Cherry-Vogt to the full-time administrative position of Dean of Math and Sciences effective June 16, 2022 at an annual salary of \$110,000 at salary grade 9 and subject to the provisions of the Personnel Procedures for Administrators.

AUTHORIZATION TO HIRE

(Note: Item 6.D.3. was pulled from the agenda.)

Alexandria Quimet to the part-time SWIC EE position of English Specialist at the Belleville Campus effective May 2, 2022 at an hourly rate of \$25.61 up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600.

Cory Gool to the part-time SWIC EE position of Computer Support Technician at an hourly rate of \$18.03 up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600.

The following part-time instructors effective Summer semester 2022:

Larry Granda	Mathematics
Connie Park (SURS annuitant)	Mathematics
Tim Grant (SURS annuitant)	Mathematics

ATHORIZATION OF ADDITIONAL DUTIES

Marion Rose, Remedial Studies Instructor in Adult Education effective June 15, 2022 at a rate of \$25.00 per hour.

RECLASSIFICATION REVIEW

Full-time position SSS-098 of the SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO Collective Bargaining Agreement to Administrative Assistant at Grade 5 and to adjust the salary of Bargaining Unit member Tanja Anglin to \$36,522 effective April 1, 2022.

AUTHORIZATION TO CREATE AND TO ADVERTISE

The following grant-funded positions, subject to the continued receipt of external funding:

- Full-time grant-funded Commissioned Public Safety Officer;
- Part-time grant-funded Commissioned Public Safety Officer;
- Full-time grant-funded Custodian (2);
- Part-time grant-funded Custodian; and
- Full-time grant-funded Maintenance.

AUTHORIZATION TO ADVERTISE POSITIONS

- Full-time Administrative Position: Accountant II
- Full-time Administrative Position: Recruitment and Retention Specialist
- Full-time Administrative Position: Program Outreach Coordinator/Site Administrator
- Full-time Custodial Position-Evenings
- Full-time Custodial Position
- Part-time Custodial Position
- Part-time Grant-funded SWIC EE Position: RSVP Secretary
- Full-time Grant-funded SWICEE Position: Secretary, ATS
- Part-time SWIC EE Position: Scholarship Assistant-Foundation
- Full-time Faculty: English
- Full-time Faculty: Coordinator/Instructor Sign Language Studies/Interpreter Training
- Part-time SWIC EE Position: Police Academy Assistant
- Full-time Grant-funded Administrative Position: Special Project Coordinator
- Part-time Grant-funded Faculty: Remedial Studies-HSE, Adult Education and Remedial Studies-Spanish HSE, Adult Education (continuously advertise)

MONTHLY NOTIFICATION OF PART-TIME PERSONNEL FOR MARCH 2022

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to recommend the Board of Trustees approve the personnel items as presented. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos, Ms. Soehlke, and Mr. Campo. Nays: none. Absent: none. The motion carried. (These items will appear on the consent agenda.)

OTHER COMMITTEE RELATED BUSINESS

Chairman Campo provided positive commentary regarding committee and Board meetings, which makes everything easier; and stated that administration is bringing forward highly qualified hire recommendations, especially during tough times.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Personnel, Programs and Services Committee is Wednesday, May 11, 2022 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Raftopoulos moved, seconded by Ms. Soehlke, to adjourn the meeting at 6:02 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees