

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**October 12, 2022**  
**5:30 p.m.**

Committee members present: Steve Campo, Chairman  
Nick Raftopoulos

Committee member absent: Sara Soehlke

Trustees present: Charles Hannon  
Robert G. Morton  
Richard Roehrkasse

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

Attorney present: Garrett Hoerner (remote)

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Campo, to approve the minutes of the regular meeting of September 14, 2022 and the Executive Session of September 14, 2022 as presented. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke. **PASSED**

**GRANTS AND AGREEMENTS**

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees accept the following grants; approve the following agreements; accept gifts to the college; approve course fees; and accept the Student Services report:

- continuation of the City of Belleville General Community Assistance grant in the amount of \$37,000 for the period July 1, 2022 through April 30, 2023 to support PSOP Activities; PSOP; ATS; Foster Grandparent Program; Senior Services Program/Housing; RSVP; and Senior Companion Program;

- continuation of the Illinois Department on Aging grant for the Retired Senior Volunteer Program (RSVP) in the amount of \$50,662 for the period July 1, 2022 through June 30, 2023 to engage persons fifty-five years of age and older in volunteer service to meet critical needs and to provide a high quality of experience that will enrich the lives of the volunteers;
- continuation of Illinois Department on Aging grant for the Foster Grandparent Program (FGP) in the amount of \$43,791 for the period July 1, 2022 through June 30, 2023 to provide mentoring and tutoring to special needs children ranging in age from infancy to twenty-one;
- continuation of the Illinois Department on Aging grant for the Senior Companion Program (SCP) in the amount of \$44,468 for the period July 1, 2022 through June 30, 2023 to provide volunteer services by income eligible adults age fifty-five and older to those at risk of institutionalization;
- continuation of the Caregiver Counseling grant from AgeSmart Community Resources in the amount of \$45,000 for the period October 1, 2022 through September 30, 2023 to assist in providing individual counseling, group support, and information/referral, targeting caregivers of seniors age sixty and older;
- continuation of AmeriCorps grant in the amount of \$432,220 for the period September 1, 2022 through December 31, 2023; Belleville AmeriCorps at SWIC will serve as tutors, volunteer coordinators, and summer camp counselors in thirteen elementary schools; two local neighborhood associations; and three summer camps;
- new Southwestern Illinois Justice and Workforce Development Campus Operations grant from ICCB in the amount of \$5,900,000 for the period July 1, 2022 through June 30, 2023 to assist in the operation, management, and maintenance of 2300 West Main in Belleville, making the location a law enforcement training and workforce development campus for the region;
- continuation of the Adult Education Literacy grant from ICCB in the amount of \$1,240,303 (\$568,849 are federal funds) for the period July 1, 2022 through June 30, 2023 to assist assessment, basic skills instruction, English language acquisition instruction, high school equivalency instruction, career awareness, workforce preparation, online instruction, bridge programs, as well as accelerated education and training programs;
- new PATH Program grant from ICCB in the amount of \$930,976 for the period July 1, 2022 through June 30, 2023 to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees to enter and/or advance their careers in the healthcare industry;
- new 2+2 agreement with Lindenwood University to allow students in the Human Services Technology program to enter the Lindenwood Social Work Program as junior standing;

- new pathway agreement with Southern Illinois University Edwardsville to allow students in the Engineering program to transfer to SIUE for completion of baccalaureate degree in Engineering;
- renewal facility agreement with New Bethel Church, East St. Louis, IL to allow Adult Education classes to be held at the facility;
- new facility use rental agreement with Lansdowne UP to allow the use of various facility sites to provide workforce training programs and placement services;
- renewal facility agreement with Daytime Discoveries Learning Center, Valmeyer, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with East Saint Louis School District 189 to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with Jack and Jill Child Development Center, Belleville, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with Kaleidoscope of Kids, Collinsville, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- new facility agreement with Little Miracles Learning Center, Perryville, MO to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- new facility agreement with Mitchell Elementary School, Granite City, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with O’Fallon School District #90 to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with Three Springs Preschool, Shiloh, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with Troy Early Childhood Center Too, Troy, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- new facility agreement with Venice CUSD #3, Granite City, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal facility agreement with Zion Lutheran Church and School, Belleville, IL to provide practicum opportunities to students enrolled in the Early Childhood Education program;
- renewal affiliation agreement with BJC Health System to allow students in the Health Information program to participate in clinical experience;

- addendum to OSF Healthcare System, Peoria, IL agreement to amend and replace liability insurance language;
- gifts to the college of eight pieces of artwork donated to the Schmidt Art Center permanent collection;
- course fees for EET; PMT; and HVAR courses and SLS 103; and
- accept Student Services Highlights/Updates report dated September 30, 2022 (appears below).

Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke. The motion carried. (The grants, agreements, gifts to the college; and course fees will appear on the consent agenda.)

### **STUDENT SERVICES HIGHLIGHTS**

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

- SWIC is honored to recognize Amy Brockman for her dedication and 10 years of service as an Advisor for the Phi Theta Kappa International Honor Society. International Honor Society is made up of students attending institutions seeking associate degrees, bachelor degrees, or other college credentials that meet the requirements of acceptance to include a GPA of 3.5 or better.
- Students have been adding classes into their shopping carts in preparation for the Spring and Summer semesters. Academic Advisors are scheduling appointments for enrollment for priority students. All other students can begin enrolling on Monday October 10, 2022, and general enrollment will begin on Monday Oct 17th.
- SWIC and the IDES Veterans Services team are partnering for the Fall job fair, which will take place on Wednesday, November 9, from noon to 3 p.m. in the varsity gymnasium. The job fair has reached capacity of 100 registered employer tables.
- On October 20, 2022 Student Life will be partnering with the Culinary Arts Program CUL 299 Cultural Cuisine class to present “Flavors from Around the World” event on the Granite City Campus. It will provide our students and staff with an opportunity to experience different foods from various cultures.
- On October 20, 2022, Student Services will have late enrollment to accommodate our students who have other obligations during normal business hours and to encourage early enrollment. Our Belleville and Granite City offices will remain open until 7pm.
- During September, the first cohort of students under the Illinois Works Construction Pre-Apprenticeship Grant graduated from the program during a ceremony at the Clay Baitman Fire Science Center on Thursday September 15, 2022. A second cohort started on

September 26. By the conclusion of the program each of these students has a completed and professional resume and received three soft skills certifications.

- Workforce Development and Career Pathways has relaunched and rebranded an existing business and employer outreach program. Twenty-seven local businesses and employers expressed interest in participating in the program, now called The Talent Partnership, which seeks to facilitate a robust discussion between SWIC and these employers, determine their short- and long-term workforce needs, introduce innovative workforce development strategies, and establish alignment between education and employment. The department will host the first meeting of this group on October 13 from 10 to 11:30 a.m. in-person on the Belleville campus, LA 2311, with a virtual option via TEAMS.
- Financial Aid FAFSA Fest starts next week; e-mails and social media posts will be going out encouraging students to file their FAFSA early with giveaways in the office. First round of financial aid refunds will be mailed out this Friday, September 30, 2022.
- A “Walk for Hunger”, in partnership with the Veteran’s Administration, will be held November 1, 2022.

### **EXECUTIVE SESSION**

*Mr. Raftopoulos moved, seconded by Mr. Campo, to move into Executive Session at 5:40 p.m. to discuss personnel (5 ILCS 120/2(c)(1)). Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Ms. Soehlke. The motion carried. There was consensus to return to regular session at 5:45 p.m.*

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

There was no action taken as a result of Executive Session.

### **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**

Kelsey Fritsche, Academic Advisor; and  
Marshal Brooks, Commissioned Public Safety Officer at the Belleville Campus.

### **RETIREMENT NOTIFICATIONS**

Carolyn Beal, ECE/EDU Coordinator/Instructor	COB 07-31-24
Adela McColpin, Accountant II	COB 10-31-22
Richard Spencer, Professor of Philosophy	COB 07-31-24 (revised date)

### **APPOINTMENTS**

Cheryl Reynolds to the full-time administrative position of HRIS and Benefits Specialist effective November 16, 2022 at an annual salary of \$56,000, salary grade 3, and subject to the Personnel Procedures for Administrators;

Matthew Cassity to the full-time administrative position of Senior Systems Analyst Programmer effective November 1, 2022 at an annual salary of \$95,000, salary grade 8, and subject to the Personnel Procedures for Administrators;

David Kronk to the full-time administrative position of PeopleSoft Database Administrator effective November 1, 2022 at an annual salary of \$113,500, salary grade 8, and subject to the Personnel Procedures for Administrators;

Jasmine Jefferson to the full-time grant-funded SWIC EE position of Safety and Training Coordinator ATS effective November 1, 2022 at an hourly rate of \$20.91 and a projected 40-hour work week in accordance with the SWIC ATS IFT-AFT Local 6600 Salary Schedule and the continued receipt of external funding;

Darrell Robin to the full-time administrative position of Associate Dean of Arts & Sciences effective January 3, 2023 at an annual salary of \$85,000, salary grade 7, and subject to the Personnel Procedures for Administrators;

Madeline Pea to the full-time administrative position of Social Media Specialist effective November 1, 2022 at an annual salary of \$50,000, salary grade 2, and subject to the Personnel Procedures for Administrators;

Stephen Mruzik to the full-time administrative position of Academic Advisor and Program Specialist effective November 1, 2022 at an annual salary of \$47,000, salary grade 2, and subject to the Personnel Procedures for Administrators;

LeKeisha Norman to the full-time administrative position of Academic Advisor and Program Specialist effective November 1, 2022 at an annual salary of \$47,000, salary grade 2, and subject to the Personnel Procedures for Administrators;

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

Angela Hendricks to the full-time grant-funded position of Instructor for the Medical Assistant/Medical Lab Technology program effective November 1, 2022 at an annual salary of \$51,461 (Step 1 Masters) in accordance with the Full-time Faculty Collective Bargaining Agreement and the continued receipt of external funding;

Lisa Williams to the full-time grant-funded position of Phlebotomy Instructor effective November 1, 2022 at an annual salary of \$48,491 (Step 1 Below Bachelors) in accordance with the Full-time Faculty Collective Bargaining Agreement and the continued receipt of external funding;

Rachel Sullivan to the full-time administrative position of Science Lab Coordinator effective November 1, 2022 at an annual salary of \$48,000, salary grade 2, and subject to the Personnel Procedures for Administrators; and

Marcus Gladney to the full-time SWIC EE position of Shipping and Receiving Clerk at the Belleville Campus effective November 1, 2022 at an annual salary of \$31,236 in accordance with the SWIC EE Collective Bargaining Agreement.

**AUTHORIZATION TO HIRE**

Sarah Samples to the part-time SWIC EE position of Digital Print Technician at the Belleville Campus effective November 16, 2022 at an hourly rate of \$15.00 for up to 28 hours per week in accordance with the SWIC EE Collective Bargaining Agreement;

Adam Donachie to the part-time position of Custodian effective October 20, 2022 at an hourly rate of \$14.49 for up to 28 hours per week in accordance with the Collective Bargaining Agreement between District 522 and Local 148;

Dierra Terrell and Corey Burries to the part-time grant-funded SWIC EE positions of ATS Dispatcher effective November 1, 2022 at an hourly rate of \$18.27 for up to 28 hours per week in accordance with the SWIC EE ATS Collective Bargaining Agreement and the continued receipt of external funding;

Jeron Navies, Trevon Lewis, Fredrick Jackson, Shannon Hunter-Hammon, Leona Hogan and Brooke Atterberry to the part-time SWIC EE positions of ATS Driver effective November 1, 2022 at an hourly rate of \$18.27 for up to 28 hours per week in accordance with the SWIC EE ATS Collective Bargaining Agreement and the continued receipt of external funding;

Grace Kohring to the PTNU position of PTA Lace Assistant effective September 26, 2022 at an hourly rate of \$20.37 and Sylvia Courtney to the PTNU position of Tutor-AEL effective November 1, 2022 at an hourly rate of \$26.50;

the following part-time instructors:

Dr. Michael Dyer, Biology (SURS Annuitant 08.18.22);  
John Cunningham, Construction Management (grant-funded 09.26.22);  
William Stone, IML 105 (grant-funded 10.05.22);  
Nicholas Emke, Precision Machining Technology (10.19.22);  
Daniel Wymouth, Construction Management (01.09.23);  
Darin Hartman, EMS (01.03.23);  
Geng Liu, Biology (01.06.23); and

the following applicants to the Belleville AmeriCorps program for the 2022/2023 Program Year:

Gavin Guinn  
Mary Long.

**AUTHORIZATION TO CREATE AND TO ADVERTISE**

Full-time SWIC EE position: General Lab Technician-Physical Science;

Full-time administrative position: Associate Dean of Technical Education and Workforce Development;

Full-time administrative position: Director of Schmidt Art Center; and

Full-time grant-funded administrative position: Coordinator of Success Coaching at the Belleville Campus with district-wide responsibilities.

**AUTHORIZATION TO ADVERTISE**

Full-time administrative position: Systems Analyst Programmer  
Full-time administrative position: Systems Administrator  
Part-time SWIC EE position: Success Programs Support Specialist (3)  
Full-time Custodian position at the Belleville Campus  
PTNU position: HVAR Lab Technician at the ESL Campus  
Full-time grant-funded administrative position: Out of School Youth Coordinator, Red Bud Campus  
Full-time administrative position: Recruitment and Retention Specialist  
Full-time administrative position: Accountant II  
Full-time SWIC EE position: General Laboratory Technician-Biology

**ADULT EDUCATION AND LITERACY POSITION CHANGES**

the following administrative position changes supporting the Adult Education program:

Leslie Wagner to the full-time grant-funded administrative position of Program Director of ESL/Civic Education and Intake Specialist at an annual salary of \$57,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators; and

Torrin Suedmeyer to the full-time grant-funded administrative position of Adult Transition Coordinator and ABE Site Manager-SWGCC at an annual salary of \$55,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators.

**SWIC EE POSITION CLASSIFICATION REVIEW AND REQUEST TO ADVERTISE**

assign SSS-062 to Grade 6 under the Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO, to adjust the title to Foundation Support Specialist, and to advertise the position.

**TRANSFER REQUEST FOR PART-TIME COMMISSIONED PUBLIC SAFETY OFFICER**

transfer Part-time Commissioned Public Safety Officer Brian Etherton from the Sam Wolf Granite City Campus to the Belleville Campus effective October 20, 2022 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.

**MEDICAL INSURANCE PLAN FOR 2023 CALENDAR YEAR**

renew medical insurance plan, administered by BlueCross BlueShield of Illinois, for the period January 1, 2023 through December 31, 2023.

**DENTAL INSURANCE PLAN FOR 2023 CALENDAR YEAR**

renew the dental insurance plan, administered by BlueCross BlueShield of Illinois, for the period January 1, 2023 through December 31, 2023.

**VOLUNTARY VISION PLAN FOR 2023 CALENDAR YEAR**

renew the voluntary vision insurance plan, administered by BlueCross BlueShield of Illinois, for the period January 1, 2023 through December 31, 2023.

**BENEFIT RESOURCE, INC. CONTRACT ADMINISTRATION**

renew agreement with Benefit Resource Inc. (BRI) for administration of the FSA, HSA and COBRA for the period January 1, 2023 through December 31, 2023.

**NEW YORK LIFE/CIGNA CONTRACT ADMINISTRATION**

renew agreement with New York Life/CIGNA for administration of the life insurance and long-term disability plans for the period January 1, 2023 through December 31, 2023.

**ADDITIONAL VALUE-ADDED BENEFITS**

renew the additional value-added benefits, to include an Employee Assistance Program (Perspectives), Critical Illness (BCBS), and Accident Insurance (BCBS) for the period January 1, 2023 through December 31, 2023.

**RATIFICATION OF PART-TIME PERSONNEL ACTIONS**

ratify the September 2022 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: Ms. Soehlke. 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, November 9, 2022 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 6:03 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees