**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**

**Seibert Conference Room**

**Belleville Campus**

**April 10, 2024**

**5:30 p.m.**

 Committee members present: Steve Campo, Chairman

 Nick Raftopoulos

 Committee member absent: Matthew Burke

 Trustees present: Mark Morton

Dane Tippett

 Administrators present: Nick J. Mance

 Linda Andres

 Danielle Chambers

 Sue McClure

 Brad Sparks

 Robert Tebbe

 Jacob Wheeler

Bernie Ysursa

Attorney present: Garrett Hoerner

**CALL TO ORDER**

Chairman Campo called the meeting to order at 6:23 p.m.

**OMNIBUS VOTE**

Mr. Raftopoulos moved, seconded by Mr. Campo, for an omnibus vote for agenda items 2.A. through 2.D. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. The motion carried.

**STANDARD COMMITTEE OPERATIONS**

**Grants**

Continuing Corporation for National and Community Service (AmeriCorps) federal grant in the amount of $115,093 for the period April 1, 2024 through March 31, 2025 for the RSVP Program;

New Madison County Employment and Training Department Pre-apprenticeship Training Programs for early childhood education positions federal grant in the amount of $125,000 for the period July 1, 2022 through June 30, 2026 to provide for 25 enrollees in the Early Childhood Education program prior to December 31, 2024; and

New Madison County Employment and Training Department Pre-apprenticeship Training Programs for healthcare positions federal grant in the amount of $144,675 for the period July 1, 2022 through June 30, 2026 to provide for 35 enrollees in the Education program prior to December 31, 2024.

**Agreements**

Renewal affiliation agreement with The Medicine Shoppe, O’Fallon, IL to allow students in the Pharmacy Technician program to participate in clinical experience;

New affiliation agreement with Walgreen’s to allow the Pharmacy Technician program to participate in clinical experience;

New affiliation agreement with Asbery & Associates OBGYN, Mt. Vernon, IL to allow students in the Medical Diagnostic Technology program to participate in clinical experience;

New sub-contractor agreement with Collaborative Composite Solutions Corporation, Knoxville, TN to allow SWIC to serve as a spoke within the ACENet program with IACMI and to deliver the ACE in-person, one-week CNC machining boot camps as defined by the University of Tennessee, Knoxville, TN; and

New agreement with the German American Chamber of Commerce of the Midwest, Inc., Chicago, IL to provide GACC Midwest to administer the apprenticeship programs ICATT (Industry Consortium for Advanced Technical Training) and MAT² (Michigan Advanced Technical Training); college partners are established to deliver related instruction in the form of an AAS or AS degree.

**Course Fees; Lab Fees; Approval of Curriculum**

Aviation course fees to cover the increased cost of flight training effective August 1, 2024;

Removal of CAI fees for English and Literature courses effective August 1, 2024;

Corrected lab fees for Pharmacy Technology courses effective August 1, 2024; and

Court Security Academy certificate (12 credit hours).

**STUDENT SERVICES HIGHLIGHTS**

Chief Student Services Officer Chambers provided the following report:

 The leadership team of Student Services met and reviewed the draft of the college’s Strategic Plan. The plan was evaluated by the team. The department leaders assessed the areas related to student services and student success then identified ways to show ROI and categorized it by enrollment or retention/persistence that would align with the goals of the plan.

 Chief Student Service Officer continues to meet with the CBITAT to ensure that we are doing all we can to maintain a healthy and safe environment.

 Graduation is on the way. We have 66 Staff/Faculty that have confirmed their attendance.

Student Life hosted The Spring ‘24 Phi Theta Kappa Induction Ceremony on March 5th in the Main Complex Theatre. Twenty-seven new PTK members participated in the induction ceremony with more than 75 guests in attendance.

April 29th the Careers Department will be hosting a career fair in the varsity gym in partnership with community organizations.

Diversity and Inclusion Committee kicked off Women’s History Month with The Real Women of Color Traveling History Museum on Tuesday, March 5. The four-hour museum event was very well attended. Many faculty brought their classes and/or offered extra credit. D&I appreciates the support from faculty and staff.

DAC staff collaborated with Madison County and Perandoe with outreach to inform students of support services available to them as students at SWIC.

**CAO INSTRUCTIONAL DIVISIONS UPDATE**

Interim Chief Academic Officer Brad Sparks provided the following report:

Arts & Humanities:

3/1-3/28: Varsity Art Exhibition

3/21: Education Day. Prospective students will learn more about SWIC ECE and Education Programs

4/4: Student Art Exhibition

Math & Sciences**:**

3/2: Science Olympiad

3/23 Region 12 Science and Engineering Fair

Cannabis enrollment doubled since last semester.

Annual Horticulture Plant Sale: April 17: Faculty & Staff; April 18-20: Open to the Public

Success Center:

*New Math Lab* -In collaboration with the math department, we’re offering MATH LAB services in BCLA 3309 for math students to work on homework or get assistance with My Math Lab and ALEKS. Success Center tutors staff the lab Monday-Thursday, 1-4 pm. This is also support service available to students working through their ALEKS placement modules.

Health Sciences & Homeland Security:

3/22: Health Science & Homeland Security Day, 9 am-1 pm. Prospective students will learn about HSHS programs at SWIC. This event will bring more than 700 guests to campus.

Mr. Sparks reported he is working on a contract with HAAS to provide high school boot camps. Industrial Technology will provide instructional training sessions working on HAAS equipment.

Interim CAO Sparks reported he is trying to get the Brewing Science/Fermentation program up and running. He has a contact who recently retired from Anheuser-Busch who is interested in teaching the program.

Mr. Raftopoulos moved, seconded by Mr. Campo, to accept the grants; approve the agreements, and approve the course fees, lab fees, and the college curriculum. Upon a roll call vote those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. The motion carried. (These items will appear on the consent agenda.)

**OMNIBUS VOTE**

Mr. Raftopoulos moved, seconded by Mr. Campo, for an omnibus vote for agenda items 5.A. through 5.F. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. The motion carried.

**PERSONNEL ISSUES**

Chairman Campo stated he will take all the agenda items (5.A.-5.F.) in sequence and entertain any questions at the conclusion.

**Resignations**

Angela Wagner, Commissioned Public Safety Officer, BC COB 03-20-24

Ibrahim Bedwan, Commissioned Public Safety Officer, BC COB 04-08-24

Christopher Felix, Commissioned Public Safety Officer, SWGCC COB 04-30-24

Caitlin Adams, Student Life Special Events Specialist COB 03-22-24

**Appointments**

Scott Schuetz to the full-time faculty position of Cybersecurity, Networking, and Cisco Academy Instructor at the Sam Wolf Granite City Campus with district-wide responsibilities effective August 12, 2024 at an annual salary of $48,976 (Step 1 Below Masters, 2023-2024 Academic Year) in accordance with the Full-time Faculty Memorandum of Understanding;

Margaret White to the full-time administrative position of Accountant II effective May 1, 2024 at an annual salary of $60,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

Marissa Herod to the full-time administrative position of Academic Advisor and Program Specialist effective May 1, 2024 at an annual salary of $46,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators; and

emergency appointment of Latanya Odom to the full-time grant-funded position of ATS Driver effective March 18, 2024 at an hourly rate of $21.64 based on the SWIC ATS Local 6600 Collective Bargaining Agreement and the continued receipt of external funding.

**Part-time Hires**

the following instructors:

Melinda Spencer CNA (6-1-24)

Wayne Brown Chemistry (6-3-24)

Cathleen MacElroy AOJ (5-1-24)

Michael Robinson Psychology (8-1-24)

Donna Werner Philosophy (8-1-24)

Natalie Casey English (8-1-24)

Rachel Harsin English (8-1-24)

Chitnapha Hassan English (8-1-24)

Christina Robinson English (8-1-24)

Ethan Whoolery to the part-time SWIC EE position of Help Desk Technician effective May 1, 2024 at an hourly rate of $18.39 for up to 28 hours per week and subject to the provisions of the

Collective Bargaining Agreement between Community College District #522 and the SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO;

Herbert Hawkins to the part-time position of Custodian at PSOP effective June 17, 2024 at an hourly rate of $14.92 for up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148, Services Employees Union;

Samuel Green to the part-time grant-funded position of RSVP Volunteer Coordinator, Madison County effective May 1, 2024 at an hourly rate of $15.15 for up to 20 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600 and the continued receipt of external funding;

Lynn Toorigian to the part-time grant-funded position of RSVP Volunteer Coordinator, St. Clair County effective May 1, 2024 at an hourly rate of $15.15 for up to 24 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 6600 and the continued receipt of external funding; and

emergency hire of Torrey Williams to the part-time grant-funded position of ATS Driver effective March 18, 2024 at an hourly rate of $18.54 for up to 28 hours per week and subject to the SWIC ATS Local 6600 Collective Bargaining Agreement and the continued receipt of external funding.

**Amended Employment Start Dates**

Ryan Jones, AOJ Instructor April 16, 2024 (from March 1, 2024)

Trin Daws, AOJ Instructor April 16, 2024 (from March 1, 2024)

Tad Bratkowski, Philosophy Instructor August 1, 2024 (from January 1, 2024.

**Advertise**

Full-time Administrative Position: Accountant I

Full-time SWIC EE Position: Student Life and Special Events Specialist

Part-time Grant-funded SWIC EE Position: Field Coordinator, Belleville AmeriCorps

Full-time Administrative Position: Community Education Program Director

Full-time Administrative Position: Recruitment and Retention Specialist

**Part-time Personnel Actions for March 2024**

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: Mr. Burke. The motion carried. (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, May 8, 2024 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 6:47 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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 Beverly J. Fiss

 Secretary to the Board of Trustees