

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**May 8, 2024**  
**5:30 p.m.**

Committee members present: Steve Campo, Chairman  
Nick Raftopoulos

Committee member absent: Matthew Burke

Trustees present: Sean McPeak  
Mark Morton  
Dane Tippett  
Tracy Vallett

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 6:19 p.m.

**OMNIBUS VOTE**

Mr. Raftopoulos moved, seconded by Mr. Campo, for an omnibus vote for agenda items 2. through 3.E. Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. The motion carried.

**MEETING MINUTES**

Minutes of the April 10, 2024 meeting.

**STANDARD COMMITTEE OPERATIONS**

**Grant**

New State of Illinois grant through ICCB coordinated by the Dept of Workforce Development and Career Pathways in the amount of \$100,000 for the period April 1, 2024 through March 31, 2025 to provide non-credit training to individuals 18 years or older, incumbent workers and employers in response to employer needs and workforce shortages.

### **Agreements**

Renewal affiliation agreement with Gateway Regional Medical Center to allow students in the Respiratory Care program to participate in clinical experience;

Renewal facility agreement with Comprehensive Behavioral Health Center of St. Clair County, Inc. to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;

Renewal facility agreement with HSHS St. Elizabeth's Hospital-Outpatient Registration to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;

Renewal facility agreement with Society of St. Vincent de Paul to provide practicum opportunities to students enrolled in the Human Services Technology instructional program at SWIC;

Renewal memorandum of understanding with St. Clair County Jail to allow SWIC Adult Education to provide Illinois High School Diploma classes at the St. Clair County Jail; and

Renewal memorandum of understanding with Mid America Workforce Investment Board and Southwestern Illinois Worknet One-Stop Partners to fulfill the WIOA requirement for state and local partners to agree on matters essential to the establishment of effective local workforce development services under WIOA.

### **Course Fees**

New course fees for CISC 126 and CISC 130.

### **Gift to the College**

V500 ventilator for the Respiratory Care program from Draeger, Inc.

### **STUDENT SERVICES HIGHLIGHTS**

The Career and Workforce Department is collaborating with the State Illinois to facilitate training that is non-credit bearing to individuals who are 18 years or older which will lead to high skill, high wage, and in-demand occupations with an emphasis on those underserved by the education and the workforce system. It will also address incumbents by providing specialized training or upskilling.

The new Title IX regulations have been approved by the Department of Education. The Chief Student Services Officer (Title IX Coordinator) will work to ensure the updates are reflected in the college's Sex Discrimination and Sex-Based Harassment Policy. Trainings have been scheduled for the necessary parties.

On Tuesday April 23, 2024 approximately 150 students were recognized and awarded certificates for achievements to include, leadership, character, dedication, and academics. These students were nominated by instructors or supervisors through student work. Over 300 people were in 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.

The Careers Department hosted a Career Fair on April 29<sup>th</sup> in the varsity gym in partnership Senator Chris Belt, State Representative Jay Hoffman, State Central Committeewoman LaToya Greenwood, and the Urban League.

Three Student Services staff members attended the HLC Conference in Chicago and brought back information to help us prepare for the HLC visit this fall.

Three hundred forty-nine students and sixty-six staff members have acknowledged they will participate in the graduation ceremony. Seating is limited due to the capacity in the gymnasium; but all students will receive three tickets. As this ceremony grows we may have to evaluate new location, but no plans have been made at this time to take the ceremony off campus.

### **CAO INSTRUCTIONAL DIVISIONS UPDATE**

SWIC will be hosting the 2025 HTEC annual conference in the AMA in July of 2025.

Several deans, faculty and administrative staff attended the HLC Conference in Chicago in April. Presentations from the conference have been shared with SWIC.

In-person HLC training for SWIC employees has begun.

Writing the Assurance Argument for HLC accreditation is in progress.

The Equity Plan is in progress.

#### **Arts & Humanities:**

5/01 - English and Communication Student Showcase in Granite City

5/02 - Concert Band Performance

5/03 - Vocal Jazz Cabaret

5/08 - Lynne Swartzhoff Memorial Research Symposium - ENG 102 students showcase their research projects

5/12 - Community Choir Concert

5/14 -Early Childhood Education celebration for students completing their ECE Level 2 & 3, and AAS

5/15 -Theatre Production Hour

The Education department visited four area high schools.

Education Day captured 185 students from 20+ area schools.

#### **Tech Ed:**

4/03 -CCSI welding students toured the welding labs at SWGCC

4/19 -AMA Competition for high school students in the new building

4/26 SWIC faculty participated in Highland Day at Highland High School to showcase our academic departments at the high school. 15+ departments were represented, along with Admissions staff. This has been an annual recruiting event.

Mr. Raftopoulos moved, seconded by Mr. Campo, to accept the grants; approve the agreements, approve the course fees, and accept the gift to the college. 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.)

**EXECUTIVE SESSION**

*Mr. Raftopoulos moved, seconded by Mr. Campo, to move into Executive Session at 6:36 p.m. to discuss personnel (5 ILCS 120/2(c)(1) and collective bargaining (5 ILCS 120/(c)(2). Upon a roll call vote, those trustees voting aye were Mr. Raftopoulos and Mr. Campo. Nays: none. Absent: Mr. Burke. The motion carried.*

*There was consensus to return to regular session at 7:32 p.m.*

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

No action was taken as a result of Executive Session.

**OMNIBUS VOTE**

Mr. Raftopoulos moved, seconded by Mr. Campo, for an omnibus vote for agenda items 6.A. through 6.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 (6.A.-6.F.) in sequence and entertain any questions at the conclusion.

**Resignation**

Noah Mizell, Commissioned Public Safety Officer, BC

COB 04-26-24

**Appointments**

Andrea Wilson to the full-time administrative position of Accountant II effective May 16, 2024 at an annual salary of \$60,000, salary grade 4, and subject to the provisions of the Personnel Procedures for Administrators;

Kennedy Malone to the full-time administrative position of Academic Advisor effective May 16, 2024 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Alexis Whitten to the full-time administrative position of Academic Advisor effective May 16, 2024 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Jodi Hartsuff to the full-time administrative position of HR Generalist effective May 16, 2024 at an annual salary of \$55,000, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators;

Mark Bosworth to the full-time administrative position of Dean of Technical Education and Workforce Development effective June 3, 2024 at an annual salary of \$110,000, salary grade 9, and subject to the provisions of the Personnel Procedures for Administrators;

Dr. Darrell Robin to the full-time administrative position of Dean of Teaching, Learning and Success Programs effective June 3, 2024 at an annual salary of \$110,000, salary grade 9, and subject to the provisions of the Personnel Procedures for Administrators;

Torrin Suedmeyer to the full-time administrative position of Assistant Director of Adult Education effective May 16, 2024 at an annual salary of \$59,901, salary grade 3, and subject to the provisions of the Personnel Procedures for Administrators;

Katharine Braun to the full-time administrative position of Coordinator-Aviation Flight, Management, and Aircraft Dispatch Training effective June 3, 2024 at an annual salary of \$48,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Dr. Robert Schubert to the full-time position of Anthropology Faculty effective August 1, 2024 at up to two equated hours calculated according to salary schedule for 2023-2024 Academic Year; effective August 16, 2024 base salary will be \$58,236 at PhD/Terminal - Step 1 of the 23-24 Faculty Salary Schedule;

Runali Phillips to the full-time SWIC EE position of Administrative Assistant-Success Programs, Belleville Campus effective May 16, 2024 at an annual salary of \$33,472.00 and subject to the provisions of the Collective Bargaining Agreement between Community College District #522 and SWIC Educational Employees Local 6600 IFT/AFT, AFL/CIO;

Michael Phillips to the full-time position of Custodian effective June 3, 2024 at an hourly rate of \$21.15, and subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 116, Services Employees Union;

ratification of the emergency appointment of Tim Walker to the full-time position of Maintenance Worker effective May 1, 2024 at an hourly rate of \$26.00 and subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 116, Services Employees Union; and

ratification of the emergency appointment of Regina Stuart to the full-time grant-funded position of ATS Driver effective May 1, 2024 at an hourly rate of \$21.64 and subject to the provisions of the SWIC ATS Local 6600 Collective Bargaining Agreement and the continued receipt of external funding.

**Part-time Hires**

applicants for the Belleville AmeriCorps program for the 2023/2024 Program Year:

- Alexus Whiteside
- Amiya Cole
- Ariel Laker
- Christian Joiner
- Corrinna Tutterow
- Elena Lopez
- Emily Klein
- Famaniang Camara
- Jack Ingebretsen

Jada Callahan  
 Jakya Dale Grier  
 Joseph Hanger  
 Kaliyah Manning  
 Kristian McGee  
 Kylie Hinrichs  
 Lucy Meurer  
 Michael Stewart  
 Michaela Stewart  
 Nathaniel Hancock  
 Olivia Prothro  
 Raven Ballard  
 Roxana Martinez  
 Shawn Champ  
 Taylor Godsy

part-time instructors whose salary is determined based on education attainment and number of credit hours assigned:

Julie Shaffer	Nursing Assistant	June 3, 2024
Hannah Boeving	Physical Therapist Assistant	June 1, 2024
Issac Creek	Philosophy	August 1, 2024
Jason Bell	Political Science	August 1, 2024
Bradley Woodruff	Spanish	June 3, 2024;

Michael Castillo to the part-time non-union position of Tier II Men’s Soccer Assistant Coach effective July 1, 2024 at an annual salary of \$6,200 for the 2024-2025 academic year;

Matthew Burke to the part-time non-union position of Tier III Women’s Soccer Assistant Coach effective July 1, 2024 at an annual salary of \$3,500 for the 2024-2025 academic year;

Jacob Edwards to the part-time position of Custodian at the Belleville Campus effective June 3, 2024 at an hourly rate of \$14.92 and subject to the provisions of the Collective Bargaining Agreement between District #522 and Local 148, Services Employees Union;

Erica Hopkins, Lory Wheeler and Jennifer Wells to the three part-time grant-funded positions of ATS Driver at an hourly rate of \$18.54 for up to 28 hours per week based on the SWIC ATS Local 6600 Collective Bargaining Agreement and the continued receipt of external funding;

Kelly Parker Smith to the part-time position of Instructor of Remedial Studies-High School Equivalency with additional duties effective June 3, 2024 at an instructional rate compensable to her educational level and additional duties at a rate of \$25.00 per hour;

Benjamin Keller to the part-time position of Instructor of Remedial Studies-High School Equivalency with additional duties effective June 3, 2024 at an instructional rate compensable to his educational level and additional duties at a rate of \$25.00 per hour; and

Kelly Parker Smith to the part-time non-union position of Tutor-Adult Basic Education effective June 3, 2024 at a rate of \$25.00 per hour for up to nine hours per week.

**Create and Advertise**

- Full-time English Success Coach
- Full-time Math Success Coach
- Full-time Administrative Position: Associate Dean of Health Sciences
- Full-time Medical Surgical Technology Instructor
- Full-time Grant-funded Medical Assistant Instructor
- Full-time Sociology Instructor
- Full-time Electrical/Electronics Instructor
- Part-time Grant-funded Special Projects Coordinator-Para Pre-Apprenticeship

**Advertise**

- Part-time SWIC EE Position: Library Services Assistant
- Full-time Administrative Position: Accountant I
- Part-time SWIC EE Position: Website Manager & Communications Specialist
- Part-time Community Education Instructors
- Full-time Industrial Technology/Precision Machining Technology Coordinator
- Part-time SWIC EE Position: Physical Fitness Specialist, SWGCC
- Part-time Grant-funded SWIC EE Position: Field Coordinator, Senior Companion Program, PSOP

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

according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff.

Trustee Morton inquired about the number of Public Safety Officers and requested the staffing numbers by campus.

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, June 12, 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 7:56 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

---

Beverly J. Fiss  
Secretary to the Board of Trustees