

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**June 12, 2024**  
**5:30 p.m.**

Committee members present:	Steve Campo, Chairman Nick Raftopoulos
Committee member absent:	Matthew Burke
Trustees present:	Sean McPeak Tracy Vallett
Administrators present:	Nick J. Mance Linda Andres Danielle Chambers Brad Sparks Robert Tebbe Jacob Wheeler Bernie Ysursa
Attorney present:	Garrett Hoerner

**CALL TO ORDER**

Chairman Campo called the meeting to order at 6:08 p.m.

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Campo, to approve the minutes of the May 8, 2024 meeting and the Executive Session minutes of May 8, 2024 as submitted. 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**

Renewal St. Clair County Intergovernmental Agency for the WIOA-Out of School Youth Programs grant in the amount of \$165,000.00 for the period July 1, 2024 through June 30, 2025 to provide comprehensive support and educational services to individuals between the ages of 16 and 24 living in St. Clair and Monroe/Randolph counties who are not attending school and would like to complete their secondary level of education and participate in work-site learning experiences related to their career choice; and

Renewal Illinois Dept of Transportation for Highway Construction Careers Training Program grant in the amount of \$449,920.00 for the period July 1, 2024 through June 30, 2025 to implement the Highway Construction Careers Training Program at the Wyvetter H. Younge Higher Education Campus.

### **Agreements**

Renewal affiliation agreement with Barnes Jewish Hospital to allow students enrolled in the Paramedic program to participate in clinical experience;

Renewal affiliation agreement with Barnes Jewish Hospital to allow students enrolled in the Nursing Education program to participate in clinical experience;

Renewal affiliation agreement with LLC d/b/a ApexNetwork Physical Therapy, LLC to allow students enrolled in the Physical Therapist Assistant program to participate in clinical experience;

Renewal Memorandum of Understanding with Mid-America Workforce Investment Board to allow SWIC Adult Education to offer Illinois High School Diploma classes at their site; and

Renewal Madison County Employment and Training Dept to allow SWIC to provide training for eligible customers who are selected by the local workforce area to participate in the approved programs in Attachment A.

### **Gift to the College**

HVAR supplies (boards and capacitors) from Hoffman Brothers to the SWIC HVAR department.

### **Amended 2024-2025 Academic Calendar**

Returns the academic calendar to the traditional schedules while meeting the ICCB requirements of at least 75 days of instruction for the Fall and Spring semesters.

### **STUDENT SERVICES HIGHLIGHTS**

Chief Student Services Officer Danielle Chambers provided the following report:

Graduation was a success. A sincere thank you to all that attended and worked hard to ensure that it was a memorable moment for our graduates.

The advising department has transitioned to a caseload model. They are still accepting walk-ins to ensure that everyone is seen; however, appointments are highly encouraged to eliminate wait times. We are reviewing caseload numbers to make necessary adjustments to make sure that this project is advantageous and efficient.

Considering the new regulations with Title IX, which are still being disseminated, the Title IX Coordinator is working with the team, the Chief of Finance, and Human Resources to ensure that the college maintains compliance. The Title IX Coordinator has visited each campus to identify needed spaces for lactation rooms and to properly furnish the identified areas. Chief Student Services Officer Chambers also administers the Student Code of Conduct, Student Rights, and CBITAT (threat assessment.)

The Chief Student Services Officer is working with IT to develop a more robust system of collecting data on student concerns and reporting. Each year this information is used for reporting to HLC and ICCB.

The Illinois Works Pre-Apprenticeship Program Summer 2024 cohort began May 13, 2024. The cohort has 14 participants which includes seven females.

**ROLL CALL VOTE**

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees accept the grants; approve the agreements; accept the gift to the college; and to amend the 2024-2025 Academic Calendar. 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 6.A. through 6.H. 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.H.) in sequence and entertain any questions at the conclusion.

**Resignation**

Yusuf Buckley, Maintenance, Belleville Campus

COB 06-21-24

**Appointments**

Victoria Valdez to the full-time Sociology faculty position effective August 1, 2024 at up to two equated hours calculated according to salary schedule for 2023-2024 Academic Year; beginning August 16, 2024 base salary will be \$51,976 at Master’s/Terminal - Step 1 of the 23-24 Faculty Salary Schedule;

Michael “Nick” Mansker to the full-time Aviation Electronics/Avionics Technology Instructor position effective July 1, 2024 at an annual base salary of \$72,484 at Below Master’s - Step 1 of the 23-24 Salary Schedule;

Susan Thomas to the full-time position of Nursing Education Instructor effective August 1, 2024 at up to two equated hours calculated according to the salary schedule for the 23-24 Academic Year; beginning with the 24-25 Academic Year the base salary will be \$51,976, Step 1, Masters 0-14, of the Faculty Salary Schedule;

Wayne Brown to the full-time administrative position of Science Lab Coordinator effective August 1, 2024 at an annual salary of \$49,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Gregory Wagner to the full-time administrative position of Accountant I effective July 1, 2024 at an annual salary of \$46,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Bbing Kates to the full-time administrative position of Accountant I effective July 1, 2024 at an annual salary of \$46,000, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

LaMoria Brandon to the full-time grant-funded administrative position of Student Services Specialist effective July 1, 2024 at a salary of \$42,000, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators and the continued receipt of external funding;

An’Johle Eiland to the full-time SWIC EE position of Enrollment Services Specialist effective July 1, 2024 at an annual salary of \$31,548 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;

Generoso Marquez to the full-time SWIC EE position of Enrollment Services Specialist effective July 1, 2024 at an annual salary of \$31,548 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;

Tammy Thompson to the full-time SWIC EE position of Mailroom Coordinator effective July 1, 2024 at an annual salary of \$33,472 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;

Kyle Biggs to the full-time position of Maintenance Worker effective July 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

Darnell Smith to the full-time Commissioned Public Safety Officer position at the Belleville Campus effective July 1, 2024 at an annual salary of \$45,760 with employment 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.

**Part-time Hires**

ratify the emergency hire of Mary J. Kaemmerer, Physical Sciences (Chemistry) effective June 3, 2024 with salary determined based on education attainment and number of credit hours assigned;

ratify the emergency hire of Rihab Sawah, part-time Physics Instructor, and Catherine Williams, part-time Physics Instructor, effective June 3, 2024 with salary determined based on education attainment and number of credit hours assigned;

ratify the emergency hire of Jeannine Kochmann, part-time Nursing Education Instructor, effective June 4, 2024 with salary determined based on education attainment and number of credit hours assigned;

Robert Vart to the part-time position of Radiologic Technology Instructor effective July 1, 2024 with salary determined based on education attainment and number of credit hours assigned;

Katelyn Petrolina to the part-time position of Sign Language Studies Instructor effective August 1, 2024 with salary determined based on education attainment and number of credit hours assigned;

Tim Rekosh and Joe Wuest to the part-time positions of Precision Machining Technology Instructors effective July 1, 2024 with salary determined based on education attainment and number of credit hours assigned;

Alison Shubert to the part-time position of Pharmacy Technician Instructor effective August 1, 2024 with salary determined based on education attainment and number of credit hours assigned;

Katherine Bostick to the part-time non-union position of Nurse Assistant Test Proctor effective July 1, 2024 at the rate of \$25.00 per hour;

Tyler Gebke to the part-time position of Custodian effective July 1, 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, AFL-CIO; and

Kerry Perkins and Trevian Thompson to the part-time grant-funded positions of ATS Driver effective July 1, 2024 at an hourly rate of \$18.54 for up to 28 hours per week and subject to the Collective Bargaining Agreement between Community College District #522 and SWIC ATS, Local 6600 IFT/AFT, AFL/CIO and the continued receipt of external funding.

#### **Amended Employment Start Date**

amend and ratify the employment start date for Ryan Jones, part-time Administration of Justice Instructor, from April 16, 2024 to June 25, 2024.

#### **Create and Advertise**

Full-time administrative position: Theatre Coordinator;  
Full-time administrative position: CRM Programmer Analyst; and  
Full-time grant-funded SWIC ATS position: ATS Dispatcher (4).

#### **Continuously Advertise**

Part-time Faculty (Administration of Justice; Adult Education; Arts and Humanities; Business and Health Sciences; Math and Sciences; Technical Education and Workforce Development);  
PTNU LACE Assistant (5);  
PTNU Live Art Model;  
Part-time and Full-time Public Safety Positions;  
Part-time and Full-time Physical Plant Positions; and  
Part-time and Full-time Grant-funded ATS Positions.

#### **Advertise**

Full-time Administrative Position: Associate Dean of Arts and Humanities;  
Full-time Grant-funded Administrative Position: Project Coordinator-Workforce Development;  
Full-time Administrative Position: Institutional Research Analyst;  
Part-time SWIC EE Position: PALS Coordinator;  
Part-time SWIC EE Position: Data Entry Office Specialist;  
Part-time SWIC EE Position: Physical Science Lab Technician; and  
Part-time Non-union Position: Lab Technician-Industrial Technology, BC.

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

according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff. There were 22 hires; nine persons of interest; and eight terminations.

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, July 10, 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 6:27 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees