

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**August 14, 2024**  
**5:30 p.m.**

Committee members present: Steve Campo, Chair  
Matthew Burke  
Nick Raftopoulos

Trustees present: Sean McPeak  
Mark Morton  
Dane Tippet  
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 6:24 p.m.

**APPROVAL OF MINUTES**

Mr. Burke moved, seconded by Mr. Raftopoulos, to approve the minutes of the July 10, 2024 meeting as submitted. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. The motion carried.

**STANDARD COMMITTEE OPERATIONS**

**Grants**

Continuing City of Belleville General and Community Assistance grant for the Foster Grandparent Program in the amount of \$36,000.00 for the period May 1, 2024 through April 30, 2025 distributed as follows: PSOP Activities \$7,000; ATS \$5,000; Foster Grandparent Program \$5,000; Senior Services Program/Housing \$6,500; RSVP \$5,000; and Senior Companion Program \$7,500;

Continuing Village of Shiloh grant in the amount of \$20,000.00 for the period July 1, 2024 through June 30, 2025 to the Activities Department of PSOP to provide recreational and social activities at the Senior Center in the Village of Shiloh;

Continuing Illinois Department on Aging state grant in the amount of \$44,036.80 for the period July 1, 2024 through June 30, 2025 to the Senior Companion Program to provide volunteer services by income eligible adults age 55 and older to those at risk of institutionalization;

Continuing St. Clair County Mental Health 708 Board grant in the amount of \$108,567.00 for the period July 1, 2024 through June 30, 2025 to the Older Adult Services Counseling Program to assist in providing individual counseling, group support, and information/referral, targeting seniors age 60 and older and caregivers of seniors;

New Gene Haas Foundation grant in the amount of \$1,000,000.00 to be utilized for the advanced manufacturing lab with naming and signage rights located within the Sam Wolf Granite City Campus;

Renewal ICCB Pipeline for the Advancement of the Healthcare Workforce Program (PATH) grant in the amount of \$542,873.00 for the period July 1, 2024 through June 30, 2025 to provide opportunities for individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees in the healthcare industry;

New ICCB grant in the amount of \$5,000.00 to be used to host community-wide FAFSA completion events; and

HIRE360 state grant in the amount of \$215,633.00 for the period June 1, 2024 through May 31, 2025 to provide economic opportunities to historically underrepresented populations in construction.

### **Agreements**

New Master Clinical Laboratory Science Program affiliation agreement with BJC Health System d/b/a BJC Health Care to expand clinical availability with BJC facilities for the Health Sciences programs;

Renewal affiliation agreement with BJC Healthcare to allow students in the Nursing Education program to participate in clinical experience;

Renewal affiliation agreement with Barnes Jewish Hospital to allow students in the Health Sciences programs to participate in clinical experience; and

New articulation agreement with Southeast Missouri State University (SEMO) for SWIC students holding an Associate of Science in Exercise Science to transition to a Bachelor of Science Health Sciences at SEMO.

### **Student Services Highlights**

Chief Student Services Officer Danielle Chambers provided the following report:

The series of Workforce Fundamentals non-credit classes began at the Belleville campus on July 8. The four-course series will be taught in coming months at Red Bud, East St. Louis, Granite City, and back at Belleville for a second round.

The Summer cohort of the Illinois Works construction pre-apprenticeship training program graduated 13 students on July 18 at the Lansdowne UP Center in East St. Louis, with a large number of family and friends in attendance.

Planning began for the November Veterans Job Fair on July 22. The Career Services team met with potential partner Chris Boykin from Veterans Services (Financial Aid) and Scott Raether from Scott Air Force Base's Family Readiness Center.

Student Life hosted Summer Sizzle at the East St Louis Campus on Thursday, July 25 with yard games, rock painting, tie-dye socks, essential oils and other activities to promote stress relief and mental health habits and a free BBQ lunch. This event was also hosted at the other campuses.

The Student Services Division has implemented appointments throughout the year. Students and potential students are encouraged to make an appointment with their advisor to decrease their wait time. We have a late day on Tuesday August 13th until 7pm and we will be open on Saturday August 17th from 9am-3pm.

### **CAO Instructional Divisions Update**

Interim Chief Academic Officer Brad Sparks provide the following report:

The Equity Plan was finalized.

The headhouse construction is wrapping up and will be ready for fall start.

Women in Aviation camp was a huge success; 18 potential female HS seniors attended.

Mereadith Shivers attended the Second Chance Job & Resource Fair.

Mereadith Shivers was interviewed by WHCO Radio.

Project Read family reading event was held at the Fairmont Library.

To further support the development of peer leaders, a one-credit hour course,

ORIE 102 - Student Leadership, was developed between the CTL and the Education Department and proposed to Curriculum Committee for approval. Upon gaining that approval, the course was then approved as a transfer course by ICCB and will be implemented in summer of 2025.

As of the end of July there has been approximately 600 employees attend one of the HLC Roadshow Training sessions. These sessions started in April.

Over 65 middle school girls attended a STEMgirls Camp at RBC (explored human physiology, modeled a hinge joint and digestive system, engineered a robotic hand, conducted urinalysis and made stethoscopes. Tour of Mercy South).

RBC also had a CTE camp for middle schoolers called Fusion Forge (3D printing, CNC machining, electrical soldering. Tour of Red Bud Industries and UltraPlay).

### **ROLL CALL VOTE**

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

### **PERSONNEL ISSUES**

Chairman Campo stated he will take all the agenda items (6.A.-6.L.) in sequence and entertain any questions at the conclusion. One appointment of an Academic Advisor (Item 6.B.4.) was pulled from the agenda.

**Resignations**

Kristina Beck, Academic Advisor and Intake Specialist  
Tiffini Rushing, Academic Advisor  
Miriam Miller, Academic Advisor  
Monica Allen, Enrollment Services Specialist  
LaTanya Odom, ATS Driver  
Jeff Wetzler, Grounds

**Appointments**

ratify the appointment of Lacey Wilkerson to the full-time Nursing Education Instructor position effective August 1, 2024 at up to 2 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);

ratify the appointment of Earl Liverpool to the full-time Industrial Technology/Precision Machining Instructor position effective August 12, 2024 at a base salary of \$48,976 (Below Masters, Step 1) of the 2023-2024 Salary Schedule);

Danny Robinson to the full-time administrative position of Student Life Coordinator effective September 3, 2024 at an annual salary of \$45,500, salary grade 2, and subject to the provisions of the Personnel Procedures for Administrators;

Sarah Biondo to the full-time administrative position of Academic Advisor effective September 3, 2024 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

Silas Coggeshall to the full-time administrative position of Academic Advisor effective September 3, 2024 at an annual salary of \$40,500, salary grade 1, and subject to the provisions of the Personnel Procedures for Administrators;

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

Stefani Pittman to the full-time administrative position of Community Education Program Director effective September 3, 2024 at an annual salary of \$70,000, salary grade 5, and subject to the provisions of the Personnel Procedures for Administrators; and

ratify the appointment of Jacob Quirin to the full-time SWIC EE position of General Laboratory Technician-Physical Sciences effective August 5, 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.

**Part-time Hires**

Hannah Nabb to the part-time non-union position of Math and Science Specialist effective September 3, 2024 at an hourly rate of \$24.37 for up to nine hours per week.;

Bridget Kehrer to the part-time grant-funded SWIC EE position of Data Entry Office Specialist effective September 3, 2024 at an hourly rate of \$18.57 for up to 30 hours per week 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 and the continued receipt of external funding;

emergency hire of Jill Biehl to the part-time grant-funded SWIC EE position of Special Projects Coordinator - Para Pre-Apprenticeship effective August 1, 2024 at an hourly rate of \$24.38 for up to 28 hours per week 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 and the continued receipt of external funding;

ratify the emergency hire of Thomas Ely to the part-time non-union position of Industrial Technology Lab Technician effective July 29, 2024 at an hourly rate of \$16.58 for up to eight hours per week;

Christine Green to the part-time SWIC EE position of PALS Coordinator effective September 3, 2024 at an hourly rate of \$24.75 for up to 30 hours per week;

ratify the emergency hire of Sharee White to the part-time grant-funded SWIC ATS position of ATS Driver effective August 1, 2024 at an hourly rate of \$18.54 for up to 28 hours per week and subject to the provisions of 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;

Daris Coleman and Salvatore Bartolotta to the part-time positions of ATS Driver effective September 3, 2024 at an hourly rate of \$18.54 for up to 28 hours per week and the provisions of 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;

Yvette Rutherford to the part-time position of Custodian at the Sam Wolf Granite City Campus effective September 3, 2024 at an hourly rate of \$15.37 for up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148;

Carlotta Griffin to the part-time position of Custodian at the Belleville Campus effective September 3, 2024 at an hourly rate of \$15.37 for up to 28 hours per week and subject to the provisions of the Collective Bargaining Agreement between District 522 and Local 148;

Allison Wagner, Ashanta Gates, and Morgan Gillham as members in the Belleville AmeriCorps Program for the 2024/2025 program year effective September 1, 2024;

ratify the emergency hire of the following Instructors effective August 12, 2024 and paid at the part-time/adjunct pay rate based on their educational attainment level:

Brandi Bedinger	Nursing Education
Lisa Schneider	Nursing Education
Danielle Loftus	Nursing Education
Carrie Jenkins	Fundamentals of Nutrition

Stacey Ribbing	Fundamentals of Nutrition
Haley Gustavison	Medical Terminology
Ashtyn Jany	Medical Terminology; and

Diana Helwig and Danielle Johnson to the part-time faculty positions of Remedial Studies - English as a Second Language effective September 3, 2024 paid at the part-time/adjunct pay rate based on their educational attainment level with additional duties at a rate of \$25.00 per hour.

**FY 2025 Part-time Non-Union Coaching Contracts**

rescind the hire of Matthew Burke to the position of 2nd Assistant Women’s Soccer Coach (Tier III) and hire to the position of Assistant Women’s Soccer Coach (Tier II) effective July 1, 2024 at an annual salary of \$6,200; and

hire the following part-time non-union coaches effective August 22, 2024:

Sam Bonaldi	Assistant Baseball Coach (Tier III)	\$3,500
Kaytlin Kossina	Assistant Volleyball Coach (Tier III)	\$3,500
Greg Knolhoff	Asst Women’s Basketball Coach (Tier III)	\$3,500
Robert Keefe	Head Coach Women’s Tennis (Tier I)	\$8,000
Robert Keefe	Head Coach Men’s Tennis (Tier I)	\$8,000.

**Retitled Administrative Position**

retitle Faith Field’s current administrative position of Associate Dean of Health Sciences-Nursing to the full-time administrative position of Dean of Nursing effective July 1, 2024 at an annual salary of \$110,000, salary grade 9, with employment subject to the provisions of the Personnel Procedures for Administrators.

**Elimination of Full-time Administrative Positions**

eliminate the following full-time administrative positions:

- Associate Dean of Health Sciences-Nursing
- Associate Dean of Health Sciences
- Associate Dean of Business
- Associate Dean of Technical Education

**Amended Employment Start Date**

Robert Vart, part-time Radiologic Technology Instructor, from July 1, 2024 to July 16, 2024.

**Administrative, Professional and Supervisory Staff (Education and Grant-funded) Salary Increase for FY 2024-2025**

Fiscal Year 2024-2025 pay increase effective July 1, 2024 for administrative, professional and supervisory employees listed on Appendix A reflecting a 5% increase on the respective pay grade midpoint from the current Administrative Professional and Supervisory Staff base pay grade schedule and subject to the provisions of the Personnel Procedures for Administrators; and

Fiscal Year 2024-2025 salary for Robert Wilson, Executive Director of Fleet Operations, effective July 1, 2024 of \$108,846, salary grade 7, per intergovernmental agreement with St. Clair County

Transit Alternative Transportation District and subject to the provisions of the Personnel Procedures for Administrators.

**Create and Advertise**

the following positions:

Full-time administrative position: Dean of Health Sciences; and  
Full-time Custodian position (2).

**Advertise**

Full-time Industrial Technology/Precision Machining Instructor, BC  
Full-time SWIC EE Position: Administrative Assistant to the Dean of Technical Education and Workforce Development  
Full-time Administrative Position: Academic Advisor and Intake Specialist  
Full-time SWIC EE Position: Enrollment Services Specialist  
Part-time Grant-funded SWIC EE Position: Special Project Coordinator, SWGCC  
Part-time SWIC EE Position: Personal Advocate  
Part-time Grant-funded SWIC EE Position: RSVP Secretary

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

according to Board Policy #3005, Recruitment, Selection and Appointment of Faculty and Staff. There were 13 hires; ten persons of interest; and seven terminations.

**Questions from Trustees**

- Q: Retitled Administrative Position and Elimination of Associate Dean Positions  
A: Some positions had associate deans; some did not. The associate dean positions were eliminated to lower middle management and to watch operational costs.
- Q: Difference between an emergency hire vs. a regular hire  
A: Regular hires begin employment on the first day of the month or the day after a Board meeting. Emergency hires would be outside those parameters. Also, if a position has been advertised for some time but a viable candidate has been interviewed, administration can immediately hire (following the emergency hire procedure).
- Q: Salary increases for APS staff based on the current pay grade schedule.  
A: The proposed salary increases for the APS staff are based on the current pay grade schedule that was adopted in December 2018.
- Q: Does the salary of Robert Wilson affect the others?  
A: Mr. Wilson is being paid the maximum of Grade Level 7. People hired in May or June are hired from the low to the mid-point of the job's grade level.

**ROLL CALL VOTE**

Mr. Raftopoulos moved, seconded by Mr. Burke, to recommend the Board of Trustees approve the personnel items as presented. Upon a roll call vote those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. 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, September 11, 2024 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Burke moved, seconded by Mr. Raftopoulos, to adjourn the meeting at 6:53 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees