

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**November 13, 2024**  
**5:30 p.m.**

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

Trustees present: Sean McPeak  
Tracy Vallett

Administrators present: Nick J. Mance  
Linda Andres (r)  
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 5:30 p.m.

**STANDARD COMMITTEE OPERATIONS**

**Grants**

Renewal State of Illinois/DCEO state grant in the amount of \$80,000.00 for the period July 1, 2024 through June 30, 2025 build literacy skills among underserved and underrepresented residents of the southwestern Illinois region to reduce the digital skills gaps;

Renewal State of Illinois/ICCB Workforce Equity Initiative state grant in the amount of \$1,000,000.00 for the period July 1, 2024 through September 30, 2025 to create, support or expand short-term workforce training opportunities in high-need communities focused on specific sectors with identified workforce gaps;

Renewal State of Illinois /ICCB state grant for the Integrated English Literacy and Civics Education program in the amount of \$59,469.00 for the period July 1, 2024 through June 30, 2025 to help adults who are English language learners become proficient in English and integrate into the U.S. as citizens, workers, and parents; and

Renewal State of Illinois/ICCB state and federal grant in the amount of \$977,248.00 for the period July 1, 2024 through June 30, 2025 to create a partnership among the federal government, states, and localities to provide adult education and literacy activities to assist adults improve literacy.

### **Agreements**

Renewal affiliation agreement with Benedictine Living Community At The Shrine to allow students in the Nurse Assistant program to participate in clinical experience;

Renewal affiliation agreement with Barnes Jewish West County Hospital to allow students in the Radiologic Technology program to participate in clinical experience;

New agreement with Institute for Advance Composites Manufacturing Innovation to launch a new training program in CNC machining to include an online component followed by a one-week in-person training session.; IACMI aims to establish SWIC as a hub for their program; and

New Memorandum of Understanding with Lansdowne UP to modify the lease end date and add an additional program.

### **Gifts to the College**

Items for the Soup & Snack Program at the Success Center; and gift certificates for a one-night stay at the Drury Inns & Suites in O'Fallon, Illinois to benefit the Blue Storm auction.

### **Course Fees**

Course fees for CAN 220, CAN 240, and CAN 250 courses in the Cannabis Cultivation and Processing certificate program.

### **New Instructional Degree and Certificates**

Aviation Electronics Avionics AAS Degree;  
Cannabis Cultivation and Processing Certificate; and  
Court Security Academy Certificate.

### **Student Services Highlights**

Chief Student Services Officer Danielle Chambers submitted the following report:

The Student Life Department has launched a program called “Commit to Complete” with the help of the other student services offices. This program is designed to address barriers of our students and support their educational journey to completion.

Careers and Workforce Development have partnered with Scott Airforce Base and SWIC's VA Coordinator to have a Job Fair & Resource event. The event will be held in the gymnasium on November 19, 2024 @ 11am-2pm.

Career Services Department is working with the students that have applied for Fall graduation on resumes, job searches, and applications into their choice of a 4-year college to complete their Bachelor Degree.

Career Services Department attended the Metro Hope Mind & Money Conference on October 26, 2024. The conference was well attended and over 40 people were provided information on Career Services, IL Works Pre-Apprenticeship and CEJA grant.

The IL Works program is on its last cohort for the 3-year agreement span. The class will graduate on November 21st at Lansdowne Up. We are hosting an IL Works Graduates Job

Fair 11/5 at Lansdowne Up and partnering with the Southern Illinois Builders Association (SIBA) to get those graduates into registered DOL apprenticeships. The team has applied to continue to receive funding for this program.

Each campus is working to support the Food Pantry under Student Life. The college also continues to receive donations from faculty and staff.

- Granite City is having a garage sale as a club fundraiser, November 14th-November 16th.
- Red Bud is having a Food Drive on November 1st-November 20th
- Belleville Campus is having the Food Panty Drive and Ruck March November 8th at 2pm.

The Student Services team is continuing to evaluate their practices and policies to ensure that they remain in line with the mission and vision of the college while meeting the student's needs.

### **ROLL CALL VOTE**

Mr. Burke moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees accept the grants; approve the agreements; accept the gifts to the college; and approve the course fees and the new instructional degree and certificates. 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 entertained an omnibus vote for all the agenda items (6.A.-G.) to place on the consent agenda. Any questions were addressed at the conclusion.

Mr. Raftopoulos moved, seconded by Mr. Burke, for an omnibus vote for agenda items 6.A.-G. and to place on the consent agenda. Upon a roll call vote, those trustees voting aye were Mr. Burke, Mr. Raftopoulos and Mr. Campo. Nays: none. The motion carried.

### **Resignation**

Kathleen Bilyeu, Director Senior Companion Program at PSOP

COB 10-30-24

### **Appointments**

Joyce Dierkes to the full-time SWIC EE position of Administrative Assistant to High School Partnerships effective January 2, 2025 at an annual salary of \$33,807 and in accordance with the SWIC Educational Employees Collective Bargaining Agreement;

Curt Schmittling to the full-time administrative position of Dean of Health Sciences effective January 2, 2025 at an annual salary of \$110,000, salary grade 9, and subject to the provisions of the Personnel Procedures for Administrators;

Danielle White to the full-time Medical Surgical Technology Instructor position effective January 2, 2025 at a prorated base salary for the remainder of the 2024-2025 Academic Year of \$26,034.74 (Step 1, Master's 0-14 base salary for 2024-2025 Academic Year is \$52,496);

Brayden Bennett to the full-time Industrial Technology/Precision Machining Instructor position at the Belleville Campus with district-wide responsibilities effective January 2, 2025 at a prorated base salary for the remainder of the 2024-2025 academic year of \$26,034 (Below Bachelors - Step 1 base salary for 2024-2025 academic year is \$49,466);

Mackenzie Johns to the full-time SWIC EE position of Administrative Assistant, Success Programs at the Belleville Campus with district-wide responsibilities effective December 2, 2024 at an annual salary of \$33,807 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;

Donna Forsyth to the full-time SWIC EE position of Administrative Assistant to the Dean of Technical Education and Workforce Development effective January 2, 2025 at an annual salary of \$50,425 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;

ratify the appointment of Tyneka Bowman to the full-time grant-funded position of ATS Safety and Training Coordinator effective November 1, 2024 at an hourly rate of \$21.22 based on the SWIC ATS Local 6600 Collective Bargaining Agreement;

ratify the appointment of Amanda Schuetz to the full-time grant-funded position of ATS Driver effective November 1, 2024 at an hourly rate of \$21.64 based on the SWIC ATS Local 6600 Collective Bargaining Agreement;

Matthew Westbrook to the full-time SWIC EE position of Enrollment Specialist effective December 2, 2024 at an annual salary of \$31,863 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

Meagan Garrett to the full-time SWIC EE position of Student Life and Special Events Specialist effective December 2, 2024 at an annual salary of \$31,863 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**

ratify the emergency hire of Nicole Whitney to the part-time grant-funded SWIC EE position of Field Coordinator, Belleville AmeriCorps effective November 18, 2024 at an hourly rate of \$18.57 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 Candice Scott to the part-time grant-funded position of ATS Driver effective November 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;

Vant Tucker to the part-time grant-funded position of ATS Driver effective December 2, 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;

Holly Salvatore to the part-time non-union position of Art Model effective October 29, 2024 at an hourly rate of \$17.00;

the following part-time faculty for the Spring 2025 semester effective January 6, 2025 at a salary determined based on education attainment and number of credit hours assigned: and

Dr. Michael Carper	Philosophy
Remington Ragland	Respiratory Care Education
Ashley West	Respiratory Care Education.

**Amended Employment Start Dates**

Patricia Houglund	from October 1, 2024 to November 1, 2024
Lisa Schiermeier	from October 17, 2024 to November 1, 2024
Ryan Carmichael	from September 19, 2024 to October 11, 2024
Sterling Levins	from August 1, 2024 to November 1, 2024.

**Benefit Renewals for the 2025 Plan Year**

renew the medical insurance plan administered by BlueCross BlueShield of Illinois for the period January 1, 2025 through December 31, 2025 with overall decrease of 8.13% (-\$723,445.27) to current monthly premium cost;

renew the dental insurance plan administered by BlueCross BlueShield of Illinois for the period January 1, 2025 through December 31, 2025 with no change to current monthly premium cost;

renew the voluntary vision insurance plan administered by BlueCross BlueShield of Illinois for the period January 1, 2025 through December 31, 2025 with no change to current monthly premium cost;

renew the agreement with Benefit Resource Inc. (BRI) for administration of the FSA, HSA and COBRA for the period January 1, 2025 through December 31, 2025;

renew agreement with New York Life/CIGNA for administration of the life insurance and long-term disability plans for the period January 1, 2025 through December 31, 2025 with no change to current monthly premium cost; and

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, 2025 through December 31, 2025 with no change to current monthly premium cost.

**Create and Advertise**

Full-time SWIC EE position: Testing Center Specialist; and

Full-time Grounds Worker at the Southwestern Illinois Justice Workforce Development Campus.

**Advertise**

Full-time Grant-funded Administrative Position: Senior Companion Program, PSOP; and  
Part-time SWIC EE Position: Financial Aid Program Assistant.

**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**

In lieu of a committee meeting, a Board self-evaluation will be conducted Wednesday, December 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 5:48 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

---

Beverly J. Fiss  
Secretary to the Board of Trustees