

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE  
AGENDA**

**Seibert Conference Room  
Belleville Campus  
March 8, 2023  
5:30 p.m.**

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- 1. Call to Order and Roll Call**
- 2. Approval of Minutes**
  - A. Regular Meeting - January 18, 2023
- 3. Standard Committee Operations Items**
  - A. Grant and Agreements - New, Revised or Renewal
  - B. Curriculum-New Certificate
  - C. Course Fees-Radiologic Technology Program
  - D. Gift to the College
  - E. Student Services Highlights/Updates
- 4. Executive Session to Discuss Personnel (5 ILCS 120/2(c)(1)); Collective Bargaining (5 ILCS 120/2(c)(2)); and/or Litigation (5 ILCS 120/2(c)(11))**
- 5. Possible Action/s Taken as a Result of Executive Session**
- 6. Personnel Issues**
  - A. Resignations
    1. Dianne Dodd, Coordinator/Instructor Respiratory Care Program
    2. Tomoko Jo, Career and Employment Services Specialist
    3. Sydney Lombardi, Academic Advisor
    4. Jermaine Windham, Student Service Specialist, WEI
    5. Holly Higgenbotham, Instructor Radiologic Technology
  - B. Retirement Notifications
    1. Celeste Buschschulte, Administrative Assistant Physical Plant, Belleville Campus
    2. Craig Tayon, Maintenance, Belleville Campus
  - C. Appointments
    1. Full-time Faculty Position: Aviation Maintenance Technology
    2. Full-time Coordinator/Instructor Position: Physical Therapy Assistant
    3. Full-time SWIC EE Position: Administrative Assistant to the Dean of Business, Health Sciences & Homeland Security
    4. Full-time SWIC EE Position: Enrollment Services Specialist (2)
    5. Full-time Custodian Position (2)
    6. Full-time Administrative Position: Grants Manager
    7. Full-time Administrative Position: Associate Director of High School Partnerships
    8. Full-time Administrative Position: Associate Director of Recruitment and Outreach
    9. Full-time Administrative Position: Associate Director of Financial Aid, Veteran Services, and Student Employment
  - D. Authorization to Hire
    1. Part-time Non-Union Position: Greenhouse Technician
    2. Part-time Grant-funded Position: Custodian, Southwestern Illinois Justice and Workforce Development Campus (2)
    3. Part-time Grant-funded SWIC EE Position: ATS Dispatcher
    4. Part-time Grant-funded SWIC EE Position: ATS Driver (5)

5. Part-time Grant-funded SWIC EE Position: Special Projects Coordinator-Adult Education Transitions
6. Part-time Grant-funded SWIC EE Position: Special Projects Coordinator-Marketing and Intake
7. Part-time Instructors:
  - Aviation Pilot Training (2)
  - Office Administration and Technology
  - CISCO LACE Assistant
  - Radiologic Technology
  - Construction Management
- E. Continued Employment for Second Year Non-tenured Full-time Faculty
  1. Teri Terranova, Librarian
- F. Staffing Assignments at the Southwestern Illinois Justice and Workforce Development Campus
- G. Amended Employment Start Date
  1. Carolin Brewer, Coordinator/Instructor Cybersecurity, Networking, and Cisco Networking Academy
- H. Authorization to Create and to Advertise
  1. Full-time Faculty Position: Emergency Medical Technician/Paramedic
  2. Full-time Faculty Position: Medical Assistant
  3. Full-time Faculty Position: Phlebotomy
  4. Full-time Faculty Position: Nursing
  5. Full-time Faculty Position: Coordinator/Instructor Engineering
  6. Full-time Faculty Position: Coordinator/Instructor Cannabis
  7. Part-time SWIC EE Position: Greenhouse Technician
  8. Full-time Grant-funded Position: Custodian, Southwestern Illinois Justice and Workforce Development Campus (4)
- I. Authorization to Advertise
  1. Full-time Faculty Position: Coordinator/Instructor of Education
  2. Full-time Faculty Position: Philosophy
  3. Full-time Faculty Position: Coordinator/Instructor Respiratory Care
  4. Part-time Non-Union Position: Industrial Technology Lab Technician
  5. Part-time Instructor Position: eSports
  6. Full-time Faculty Position: Instructor Radiologic Technology
  7. Full-time Administrative Position: Career and Employment Specialist
  8. Full-time Administrative Position: Student Service Specialist
  9. Full-time SWIC EE Position: Administrative Assistant, Physical Plant, Belleville Campus
  10. Full-time Custodian Position, Belleville Campus
  11. Full-time Maintenance Position, Belleville Campus
  12. Full-time Grant-funded SWIC EE Position: Dispatcher/Scheduler, ATS
  13. Full-time Grant-funded SWIC EE Position: Assistant Director of Safety and Training, ATS
  14. Full-time Administrative Position: Academic Advisor
- J. Faculty Member and Adjunct Faculty Member of the Year
- K. Monthly Notification of Part-time Personnel for January 2023

**7. Any Other Committee Related Business**

**8. Adjournment**

Next scheduled meeting:      Wednesday, April 12, 2023  
   5:30 p.m.  
   Seibert Conference Room, Belleville Campus