

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
AGENDA**

**Seibert Conference Room
Belleville Campus
June 14, 2023
5:30 p.m.**

Call to Order and Roll Call

1. Approval of Minutes

- A. Regular Meeting - May 10, 2023

2. Standard Committee Operations Items

- A. Grants and Agreements - New, Revised or Renewal
- B. Course Fees
- C. Gifts to the College
- D. Student Services Highlights/Updates

3. 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))

4. Possible Action/s Taken as a Result of Executive Session

- A. Possible Approval of Memorandum(s) of Understanding with SWIC FT Faculty Union

5. Personnel Issues

- A. Resignation
 - 1. Jodi Gardner, Director of Adult and Caregiver Counseling Program, PSOP
- B. Retirement Notifications
 - 1. Geralyn Hobbs, Administrative Assistant for Technical Education
 - 2. Lawrence Appelbaum, CIS Associate Professor
 - 3. Lisa Thouvenot, Enrollment Services Specialist
- C. Appointments
 - 1. Full-time Administrative Position: Student Services Support and Compliance Administrator
 - 2. Full-time Administrative Position: Career and Employment Specialist
 - 3. Full-time SWIC EE Position: Administrative Assistant, Physical Plant at the Belleville Campus
 - 4. Full-time Administrative Position: Recruitment and Retention Specialist
 - 5. Full-time Faculty Position: Coordinator/Instructor for Education Program
 - 6. Full-time Faculty Position: Nursing Education Instructor, SWGCC
 - 7. Full-time Faculty Position: Nursing Education Instructor SWGCC
 - 8. Full-time Faculty Position: Medical Assistant Instructor
 - 9. Full-time Faculty Position: Phlebotomy Instructor
 - 10. Full-time Faculty Position: EMT/Paramedic Instructor
- D. Authorization to Hire
 - 1. Part-time Instructors:
 - a. Fran Etter, AEL Remedial Studies-ESL Program w/additional duties (August 1, 2023)
 - b. Grace Garner, AEL Remedial Studies-ESL Program w/additional duties (August 1, 2023)
 - c. Chitnapha (DeeDee) Hassan, AEL Remedial Studies-ESL Program w/additional duties (August 1, 2023)
 - d. Susan Thomas, Health Related Occupation Instructor (June 1, 2023)
 - e. Connor Barnard, PTNU, Industrial Technology Lab Technician (May 16, 2023)
 - f. Willie Harris, PTNU Grant-funded Position to support the Construction Management/IDOT Pre-Apprenticeship Program at the Wyvetter H. Younge Higher Education Campus (June 22, 2023)

2. Part-time Employees:
 - a. Danielle Hernandez, AEL Administrative Assistant, SWGCC (July 17, 2023)
 - b. Mariia Kharlacheva, Special Projects Coordinator-ESL, BC (July 3, 2023)
 - c. Stephanie Molina, Special Projects Coordinator Online-HSE (July 3, 2023)
 - d. Dennis Barnett, Radiology Technology LACE Instructor (July 3, 2023)
3. Part-time Grant-funded SWIC EE ATS Position: ATS Driver (10)
4. Part-time Grant-funded SWIC EE ATS Position: ATS Reservationist
5. Part-time SWIC EE Position: Campus Support Assistant, SWGCC
- E. Amended Employment Start Date
 1. Jeanna Rose, Success Programs Support Specialist, BC
 2. Levi Malan, AEL Special Project Coordinator
- F. Authorization to Retitle and to Restructure
 1. Campus Executive Director, SWGCC and Associate Dean of Student Services Programs to Executive Director of Sam Wolf Granite City Campus
- G. Authorization to Retitle and to Advertise
 1. Sam Wolf Granite City Campus Site Manager to Sam Wolf Granite City Campus Director
 2. Red Bud Campus Site Manager to Red Bud Campus Director
- H. Authorization to Create and to Advertise
 1. Full-time Administrative Position: Director of Student Success Programs
 2. Part-time Grant-funded SWIC EE Position: TRIO Data Specialist
 3. Full-time Administrative Position: Grants Manager
 4. Full-time Administrative Position: Academic Advisor and Partnership Specialist (4)
 5. Part-time Grant-funded SWIC EE Position: RSVP Volunteer Coordinator-St. Clair County
 6. Part-time Grant-funded SWIC EE Position: RSVP Volunteer Coordinator-Madison County
- I. Authorization to Continuously Advertise
 1. Adjunct/Part-time Instructor Positions (July 1, 2023 through June 30, 2024)
 2. Part-time Public Safety Dispatchers
 3. Full-time Grant-funded Commissioned Public Safety/Police Officers
 4. Part-time Commissioned Public Safety Officers
 5. Full-time Custodians
 6. Part-time Custodians
- J. Authorization to Advertise
 1. Full-time Faculty Position: Computer Information System Instructor
 2. Part-time Administrative Position: Nurse Assistant Test Proctor (2)
 3. Full-time SWIC EE Position: Enrollment Services Specialist (2)
 4. Part-time SWIC EE Position: Campus Technical Assistant
 5. Part-time SWIC EE Position: Success Programs Support Specialist, SWGCC
 6. Full-time Grant-funded Administrative Position: Director, Older Adult & Caregiver Counseling
 7. Part-time Grant-funded SWIC EE Position: RSVP Secretary
 8. Full-time Administrative Position: Admissions Coordinator
- K. Ratification of Foundation Board Appointment
- L. Monthly Notification of Part-time Personnel for May 2023

6. Any Other Committee Related Business

7. Adjournment

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