

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
AGENDA**

**Seibert Conference Room
Belleville Campus
August 9, 2021- 5:15 p.m.**

1. Approval of Minutes

- A. Regular Meeting - July 12, 2021

2. Standard Committee Operations Items

- A. Grants and Agreements - New, Revised or Renewal
- B. Cannabis Industry Operations Certificate
- C. Course Fees
- D. Student Services Update

3. Executive Session to Discuss Personnel Matters (5 ILCS 120/2(c)(1)); and/or Collective Bargaining (5 ILCS 120/2(c)(2)); and/or Litigation (5 ILCS 120/2c)(11))

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

5. Personnel Issues

- A. Resignations
 - 1. Mia Ransom-Harris, Accountant II
 - 2. Dana Woods, Medical Assistant Coordinator/Instructor
 - 3. Sarah Gruenewald, Grant Specialist for Adult Education
- B. Retirement Notification
 - 1. Lisa Atkins, Director of Adult Education
- C. Appointments
 - 1. Full-time Administrative Position: Academic Advisor
 - 2. Full-time Administrative Position: Athletic Trainer
 - 3. Full-time Administrative Position: Internal Communications Specialist
 - 4. Full-time Administrative Position: Career and Employment Specialist
 - 5. Full-time SWIC EE Position: Systems Services Specialist
 - 6. Full-time SWIC EE Position: Accounts Receivable Clerk (Evening)
- D. Authorization to Hire
 - 1. Part-time Custodian (3)
 - 2. Part-time SWIC EE Position: Physical Fitness Assistant (3)
 - 3. Part-time Non-union Grant-funded Positions: Belleville AmeriCorps
 - 4. Part-time Instructors effective August 16, 2021:
 - a. Ryan Beck, HVAR
 - b. Brian Evans, Biology
 - c. Gabriel Helwig, Welding
 - d. Sierra Carmichael, Medical Assistant
 - e. Ashley Coburn, Nursing Education
 - f. Emma Cruthis, Math
 - g. Dawn Striker, Music
- E. Authorization to Transfer: Part-time LPN Tutor (grant-funded-temporary)
- F. Authorization to Create and to Advertise
 - 1. Full-time Administrative Position: Accountant I (Student Accounts)

- G. Authorization to Continuously Advertise
 - 1. Part-time Grant-funded SWIC EE Position: ATS Driver
 - 2. Part-time Faculty/Adjunct Openings: Business, Health Sciences & Homeland Security
- H. Authorization to Advertise
 - 1. Full-time Administrative Position: Director of Student Finance
 - 2. Full-time Administrative Position: Accountant II
 - 3. Full-time Administrative Position: Director of Adult Education
 - 4. Full-time SWIC EE Position: Grant Specialist for Adult Education
 - 5. Part-time SWIC EE Position: Help Desk Technician
 - 6. Part-time SWIC EE Position: Special Projects Coordinator
 - 7. Part-time SWIC EE Position: General Lab Technician Assistant
- I. Interim Adult Basic Education Staffing
- J. Ratification of Foundation Board Appointment
- K. Monthly Notification of Part-time Personnel for July 2021

6. Any Other Committee Related Business

7. Adjournment

Next scheduled meeting: Monday, September 13, 2021
5:15 p.m.
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