

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
AGENDA**

**Seibert Conference Room
Belleville Campus
October 11, 2023
5:30 p.m.**

Call to Order and Roll Call

1. Approval of Minutes

- A. Regular Meeting - September 13, 2023

2. Standard Committee Operations Items

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

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

5. Personnel Issues

- A. Resignations
 - 1. Cynthia Jenkins, Assistant Director of Adult Education and Literacy
 - 2. Nicholas Douglas, EET Faculty
- B. Retirement Notifications
 - 1. Bradley Sparks, Dean of Technical Education & Workforce Development
 - 2. Corinne Carey, Biology Faculty
 - 3. Jane Sparks, Administrative Assistant
- C. Appointments
 - 1. Full-time Grant-funded Administrative Position: HR Generalist - ATS
 - 2. Full-time Administrative Position: HRIS Specialist
 - 3. Full-time SWIC EE Position: Student Life and Special Events Specialist
 - 4. Full-time Grant-funded Administrative Position: Student Services Specialist
 - 5. Full-time Custodial Position, BC (2)
 - 6. Full-time Grounds Worker Position, BC
 - 7. Full-time Maintenance Position, BC (EH)
 - 8. Full-time Administrative Position: Athletic Academic Advisor and Compliance Specialist
 - 9. Full-time Administrative Position: Coordinator-Police Academy Program (2)
 - 10. Full-time SWIC EE Position: Administrative Assistant to the Dean, B-HSHS (2) (EH)
 - 11. Full-time Faculty: Precision Maintenance Technology (2)
 - 12. Full-time Faculty: Computer Aided Design Coordinator/Instructor
- D. Authorization to Hire
 - 1. Part-time Instructors (23)
 - 2. Part-time PTNU Position (2): Nurse Assistant Test Proctor and LACE Assistant, Rad Tech
 - 3. Part-time SWIC EE Position: TRIO Data Specialist, Student Support Services
 - 4. Part-time SWIC EE Position: Library Services Assistant, RBC (EH)
 - 5. Part-time Grant-funded SWIC ATS Position: ATS Driver (3) (EH)
 - 6. Part-time Non-union Position: Women's Basketball Head Coach, Tier I
 - 7. Part-time Non-union Position: Men's Basketball Assistant Coach, Tier III
 - 8. Part-time Non-union Position: Women's Basketball Assistant Coach, Tier III

- E. Authorization to Amend Employment Start Date
 - 1. Melanie Pailer, Art Model, to September 29, 2023
- F. Benefit Renewals for 2024 Plan Year
- G. ATS Reorganization Plan
- H. Authorization to Create and to Advertise
 - 1. Full-time Administrative Position: Assistant Director of Human Resources
 - 2. Full-time Administrative Position: Associate Director of Career Pathways and WIOA
 - 3. Full-time Administrative Position: Director of Advising, Enrollment, and Records
 - 4. Full-time Administrative Position: Events Services Specialist
- I. Authorization to Retitle and to Advertise
 - 1. Full-time Administrative Position: Dual Credit Coordinator
- J. Authorization to Continuously Advertise
 - 1. Full-time Administrative Position: HR Generalist
 - 2. Part-time Remedial Studies Instructor-ABE
 - 3. Part-time Spanish Instructor-ABE
- K. Authorization to Advertise
 - 1. Full-time Administrative Position: Sr. Training & Development Specialist
 - 2. Full-time SWIC EE Position: Access Technology Accommodator
 - 3. Full-time SWIC EE Position: Shipping/Receiving Coordinator, BC
 - 4. Full-time SWIC EE Position: Accounts Receivable Specialist
 - 5. Full-time Grounds Worker Position, BC
- L. Monthly Notification of Part-time Personnel for September 2023

6. Any Other Committee Related Business

7. Adjournment

**Next scheduled meeting: Wednesday, November 8, 2023
5:30 p.m.
Seibert Conference Room
Belleville Campus**