

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
AGENDA**

**Seibert Conference Room
Belleville Campus
November 8, 2021- 5:30 p.m.**

1. Approval of Minutes

- A. Regular Meeting – October 11, 2021 (Incomplete submitted later)
- B. Executive Session – October 11, 2021 (Incomplete submitted later)

2. Standard Committee Operations Items

- A. Grants and Agreements - New, Revised or Renewal
- B. Student Services Update
- C. Amend 2021-2022 and 2022-2023 Academic Calendars
- D. Approve Curriculum for New Programs
 - 1. Ag Business Management OCCUP 0082 AAS Degree
 - 2. Diagnostic Medical Sonography OCCUP 028A Certificate
- E. Approval of Course Fees

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

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

5. Personnel Issues

- A. Retirement Notifications
 - 1. Thomas Bilyeu, Full-time Faculty: Business Division (effective December 31, 2022)
 - 2. Matt Swinford, Full-time Faculty: Business Division (effective August 1, 2023)
- B. Resignations
 - 1. Carole Presson, Assistant Professor AOJ Program
 - 2. Susan Leahy, Director of Finance
 - 3. Nicole Snedigar, Assistant Human Resources Director, ATS
- C. Appointments
 - 1. Full-time SWIC EE Position: Administrative Assistant Dean of Arts & Sciences
 - 2. Full-time SWIC EE Position: Shipping and Receiving Coordinator
 - 3. Full-time Administrative Position: Instructional Technology Manager
 - 4. Full-time Administrative Position: Financial Aid Technical Specialist
 - 5. Full-time Administrative Position: Coordinator of Culinary and Food Truck Operations
 - 6. Full-time Administrative Position: Director of Adult Education
 - 7. Full-time Administrative Position: Director of Payroll
 - 8. Full-time Administrative Position: Director of Student Finance
 - 9. Full-time Faculty Instructor: Grant-funded LPN/Nurse Assistant (2)
 - 10. Full-time Local 116, Service Employees Positions: Custodian (3)
- D. Authorization to Hire
 - 1. Part-time SWIC EE Position: Administrative Assistant Sam Wolf Granite City Campus
 - 2. Part-time SWIC EE Position: Library Services Assistant
 - 3. Part-time SWIC EE Position: Physical Fitness Assistant
 - 4. Part-time SWIC EE Grant-funded ATS Position: ATS Driver (3)
 - 5. Part-time Instructors:
 - Lisa Jellum, Health & Science
 - Christopher Strangeman, History
 - Faith Fields, Nursing Education

- Amy Signore, Nursing Education
- Maria Sutherland, Nursing Education
- Daniel McCoy, Music
- 6. Part-time Instructors-Emergency Basis:
 - Bethany Phillips, LPN Practical Nursing Clinical (10/18/21)
 - Carmen Potter, LPN Practical Nursing Clinical (10/19/21)
- 7. Part-time Local 116, Service Employees Positions: Custodian (2)
- 8. Part-time Coaching Contracts (5)
- 9. Part-time Belleville AmeriCorps Member
- E. Authorization to Create and to Advertise
 - 1. Full-time Administrative Position: SharePoint Administrator
 - 2. Full-time Administrative Position: Academic Advisor and Intake Specialist (2)
 - 3. Part-time SWIC EE Position: Success Programs Support Specialists (2)
- F. Request to Transfer
 - 1. Part-time SWIC EE Position: Elizabeth Farar, Special Projects Coordinator Grant Funded to Special Projects Coordinator Vocational Grant Funded
- G. Authorization to Continuously Advertise:
 - 1. Full-time FY2022 Instructors: Earth Science, Biology, Art, Engineering
- H. Authorization to Advertise
 - 1. Full-time Administrative Position: Assistant Instructional Technology Manager
 - 2. Full-time Administrative Position: Assistant Director of Adult Education
 - 3. Full-time Administrative Position: Director of Finance
 - 4. Full-time Administrative Position: Accountant I
 - 5. Full-time Administrative Position: Curator/Facility Coordinator
 - 6. Full-time Administrative Position: Recruitment and Retention Specialist
 - 7. Full-time Administrative Position: Human Resources Business Partner, ATS Grant Funded
 - 8. Full-time Administrative Positions currently occupied by Interim placements:
 - Associate Director of Student Services
 - Director of Financial Aid and Student Services
 - Chief Student Services Officer
 - Manager Aux. Services
 - Associate Director Campus and Community Liaison
 - Associate Director Recruiting and Outreach
 - 9. Full-time Administrative Position: TRIO Student Support Specialist Grant Funded
 - 10. Full-time SWIC EE Position: Accounts Payable Specialist
 - 11. Full-time SWIC EE Position: Accounts Receivable Student Accounts
 - 12. Part-time SWIC EE Position: Shipping and Receiving Clerk (2)
 - 13. Part-time SWIC EE Position: Digital Print Technician
 - 14. Part-time SWIC EE Position: ENGLISH Specialist Success Center (2)
 - 15. Part-time SWIC EE Position: Physical Sciences Specialist Success Center
 - 16. Part-time SWIC EE Position: Math Specialist Success Center
 - 17. Part-time SWIC EE Position: Special Project Coordinator HSE Sam Wolf Granite City
 - 18. Full-time Faculty: Administration of Justice
- I. Monthly Notification of Part-time Personnel for October 2021

6. Any Other Committee Related Business

7. Adjournment

Next scheduled meeting: Monday, December 6, 2021
 5:30 p.m.
 Seibert Conference Room
 Belleville Campus