

## **PERSONNEL, PROGRAMS AND SERVICES COMMITTEE**

### **AGENDA**

Seibert Conference Room

August 7, 2017 - 5:00 p.m.

#### **1. Approval of Minutes**

- A. Regular Meeting - July 10, 2017

#### **2. Presentation by Dan Bean, Partner, Colarelli Meyer & Associates**

- 1. Organizational Assessment and 360 Degree Survey Options

#### **3. Standard Committee Operations Items**

- A. Grants and Agreements - New, Revised or Renewal
  - 1. Grants
  - 2. Agreements

#### **4. Discussion/Information Items**

- A. Course Fee Adjustment
- B. Financial Aid Update

#### **5. Personnel Issues**

- A. Resignations
  - 1. Michelle Keim, Youth Services Coordinator
  - 2. Adam Guebert, Academic Advisor
  - 3. Robin Anderson, Associate Professor of Mathematics
  - 4. Amber Akins, Academic Advisor
  - 5. John Bast, Instructor, Respiratory Care Program
  - 6. Emily Voellinger, Assistant Controller, Business Office
- B. Appointments
  - 1. Full-time Grant-funded Administrative Position: AmeriCorps Project Director
  - 2. Full-time Administrative Position: Admissions Coordinator
  - 3. Full-time Administrative Position: SharePoint and Database Administrator
  - 4. Full-time Commissioned Public Safety Officer at the Belleville Campus
  - 5. Full-time Commissioned Public Safety Officer at the Sam Wolf Granite City Campus
- C. Reassignment of Campus
  - 1. Charles (Jim) Laing
- D. Strategic Planning Group Recommendations
  - 1. FOIA Officer and Deputy Appointments
  - 2. Foundation and Print Shop Organizational Structure
  - 3. Schmidt Art Center Organizational Structure
- E. Authorization to Create and to Advertise
  - 1. Part-time Grant-funded SWIC EE Position: Office and Student Services Assistant at the East St. Louis Community College Center
  - 2. Full-time Grant-funded Administrative Position: Admissions Specialist at the East St. Louis Community College Center
  - 3. Full-time Grant-funded SWIC EE Position: Secretary of Educational Services at the East St. Louis Community College Center
- F. Authorization to Advertise
  - 1. Full-time Grant-funded Administrative Position: Youth Services Coordinator
  - 2. Full-time Administrative Position: Academic Advisor (up to 3)
  - 3. Part-time SWIC EE Position: Math/Science Specialist at Red Bud Campus
  - 4. Part-time SWIC EE Position: English Specialist at Red Bud Campus
  - 5. Full-time Administrative Position: Admissions Specialist (up to 3)

6. Part-time SWIC EE Position: Accounts Payable Clerk
7. Full-time Administrative Position: Assistant Controller
8. Part-time Public Safety Position: Dispatcher at the Belleville and Sam Wolf Granite City Campuses (3)
9. Part-time SWIC EE Position: Communication Specialist
10. Part-time SWIC EE Position: Web Manager/Communication Specialist
11. Part-time SWIC EE Position: Special Projects Coordinator HSE
- G. Monthly Notification of Part-time Personnel
- H. Medical Insurance Plan Monthly Report for July 2017

**6. Executive Session to Discuss Collective Bargaining, Personnel, and Litigation**

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

**8. Next scheduled meeting - Monday, September 11, 2017 at 5:00 p.m., Seibert Conference Room, Belleville Campus**

**9. Adjournment**