

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE  
AGENDA**

**Seibert Conference Room  
Belleville Campus  
September 13, 2021- 5:15 p.m.**

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**1. Approval of Minutes**

- A. Regular Meeting - August 9, 2021
- B. Executive Session - August 9, 2021

**2. Standard Committee Operations Items**

- A. Grants and Agreements - New, Revised or Renewal
- B. Student Services Update

**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. Resignations
  - 1. Jamie Wheeler, Accountant II
  - 2. Brandon Borkowski, Full-time Commissioned Public Safety Officer, BC
  - 3. Eric Hilderbrand, Full-time Commissioned Public Safety Officer, BC
- B. Retirement Notification
  - 1. Van Muschler, Director of Police Academy and Administration of Justice Faculty
- C. Appointments
  - 1. Full-time Administrative Position: Associate Director of Disability and Access Center
  - 2. Full-time Administrative Position: Coordinator of Success Programs (2)
  - 3. Full-time SWIC EE Position: General Lab Technician
  - 4. Full-time SWIC EE Position: Accounts Receivable Clerk (Days)
  - 5. Full-time SWIC EE Position: IT Technical Services Coordinator
- D. Authorization to Hire
  - 1. Part-time Custodian
  - 2. Part-time SWIC EE Position: Success Programs Support Specialist (2)
  - 3. Part-time SWIC EE Position: Help Desk Technician
  - 4. Part-time SWIC EE Position: Library Services Assistant (2)
  - 5. Part-time Grant-funded SWIC EE Position: ATS Dispatcher (2)
  - 6. Part-time Grant-funded AmeriCorps Position
- E. Authorization to Hire (emergency basis)
  - 1. Part-time Instructors (14) (effective 8/23/21)
- F. Authorization to Transfer: Part-time Field Coordinator, SCP, St. Clair County
- G. Authorization to Reclassify: Full-time Commissioned Public Safety Officer to Part-time
- H. Authorization to Create and to Advertise
  - 1. Full-time Administrative Position: Executive Director, SWGCC Campus Operations
- I. Interim Appointment
  - 1. Full-time Administrative Position: Interim Executive Director, SWGCC Campus Operations

## J. Authorization to Advertise

1. Part-time Grant-funded SWIC EE Position: Field Coordinator, Senior Companion Program, St. Clair County
2. Full-time SWIC EE Position: Shipping and Receiving Coordinator
3. Part-time SWIC EE Position: Employment Training Specialist
4. Part-time SWIC EE Position: Employment Training Assistant
5. Full-time Custodian: Shift Leader
6. Full-time Medical Assistant Coordinator/Instructor Faculty
7. Full-time Administrative Position: Accountant II
8. Part-time Grant-funded SWIC EE Position: Special Projects Coordinator

K. Monthly Notification of Part-time Personnel for August 2021

## 6. Any Other Committee Related Business

## 7. Adjournment

Next scheduled meeting: Monday, October 11, 2021  
5:15 p.m.  
Seibert Conference Room  
Belleville Campus