

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
AGENDA**

**Seibert Conference Room
Belleville Campus
August 19, 2019 - 5:00 p.m.**

1. Approval of Minutes

- A. Regular Meeting - July 10, 2019
- B. Executive Session - July 10, 2019

2. Standard Committee Operations Items

- A. Grants and Agreements - New, Revised or Renewal
 - 1. Grants
 - 2. Agreements
- B. Routine Business Items
 - 1. Gifts to the College
 - 2. Student Services Update
 - 3. Athletic Plan 2019

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 Vacancy in a Public Office (5 ILCS 120/2(c)(3)); and or Litigation (5 ILCS 120/2c(11))

4. Personnel Issues

- A. Resignations
 - 1. Jeffrey Campbell, Adult Education ABE Specialist
 - 2. Gina Walker, Adult Education Early School Leaver Coordinator, Madison County
- B. Appointments
 - 1. Part-time SWIC EE Grant-funded Position: ATS Driver (5)
 - 2. Full-time SWIC EE Grant-funded Position: ATS Dispatcher/Scheduler
 - 3. Part-time Public Safety Dispatcher, BC
 - 4. Full-time Administrative Position: Systems Analyst Programmer
 - 5. Full-time Administrative Position: Network Operations Center Manager
 - 6. Full-time SWIC EE Position: Food Service Coordinator at the Sam Wolf Granite City Campus
 - 7. Full-time SWIC EE Position: Biology Lab Technician at the Belleville Campus
 - 8. Full-time SWIC EE Position: Administrative Secretary, Arts and Humanities
 - 9. Part-time SWIC EE Position: Police Academy Assistant
 - 10. Full-time Administrative Position: Academic Advisor (2)
 - 11. Full-time Administrative Position: Veteran Services Coordinator
 - 12. Part-time SWIC EE Position: Learning Resources Support Specialist (2)
 - 13. Full-time Administrative Position: Assistant Director Human Resources
 - 14. Retitled and Restructured Appointment: Full-time Administrative Position of Director of High School Partnerships & Recruitment
 - 15. Transferred Appointment: Full-time Administrative Position of Executive Assistant to the Chief Academic Officer
 - 16. Retitled and Restructured Appointment: Full-time Administrative Position of HR Generalist
 - 17. Full-time Administrative Position: Chief Academic Officer
 - 18. Full-time Administrative Position: Dual Credit Liaison

C. Requests to Hire

1. Full-time, Part-time, Quarter-time and Minimum-time Belleville AmeriCorps Members for 2019-2020 Program Year
2. Part-time Non-union IDPH-Nurse Assistant Certification Examination Proctor (2)
3. Part-time Faculty: Health Sciences & Homeland Security Division (Fall 2019)
 - a. Karen Mason: Physical Therapist Assistant Instructor, \$41.73/hr, 3.5 hrs/wk
4. Part-time Faculty: Technical Education Division (Fall 2019)
 - a. Abraham Matthews: Aviation Maintenance Program
 - b. Tony Diebold: Computer Aided Drafting
5. Part-time Faculty: Remedial Studies (September 3, 2019)
 - a. Jeffrey Campbell: Part-time Faculty, \$25.00/hr, 6.0 hrs/wk
6. Part-time Faculty: Adult Education Department (September 3, 2019; \$47.74 minimum hourly salary for instruction; \$25.00 for additional duties; 6 hrs/wk)
 - a. Kimberly Coley
 - b. Jonathan Haynes
 - c. Mechelle Howard
 - d. David Keel
 - e. Maria Knedel
 - f. Teresa Lynch
 - g. Ronald Simpson
 - h. Cynthia Swank
 - i. Janet Wolf
7. Ratification of Emergency Hire of Part-time Faculty for Fall 2019
 - a. Arts and Humanities
 1. Cara Kizer: Music (8.12.19)
 2. Jennifer Rea: Music (8.12.19)
 3. Tarrell Campbell: Literature Instruction (8.12.19)
 4. Caitlyn Turner: English Instruction (8.12.19)
 5. Michelle Whitacre: English/Education (8.12.19)
 6. Andrew Cooperman: History (8.15.19)
 7. Jennifer Heady: Reading Development (8.15.19)
 - b. Business Division
 1. Angela Louis: Office Administration Technology (8.12.19)
 2. Daniel Ragen: Network Design (8.12.19)
 - c. Math & Sciences
 1. Paige Mettler-Cherry: Biology (8.12.19)
 2. James Enyart: Biology (8.12.19)
 - d. Technical Education
 1. Elisa D'Antonio: Aviation Pilot Training (8.12.19)

D. 2019-2020 Part-time Coaching Contracts

E. Request to Create and to Advertise

1. Full-time Administrative Position: Director of Online Education
2. Full-time Administrative Position: Program Research Specialist (2)
3. Full-time Administrative Position: HR Generalist

F. Request to Continuously Advertise

1. Part-time Grant-funded SWIC EE Position: ATS Reservationist

G. Request to Advertise

1. Part-time Custodian, SWGCC
2. Part-time SWIC EE Position: Network Connectivity Technician
3. Full-time Administrative Position: Academic Advisor
4. Full-time SWIC EE Position: Enrollment Services Specialist

- 5. Full-time Administrative Position: Assistant Director of Adult Education
- 6. Part-time SWIC EE Position: Early School Leaver Coordinator, Madison County
- 7. Full-time SWIC EE Position: Literacy/ELA Secretary, BC
- H. Monthly Notification of Part-time Personnel

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

6. Any Other Committee Related Business

7. Adjournment

Next scheduled meeting: Monday, September 16, 2019 at 5:00 p.m.
Seibert Conference Room, Belleville Campus