

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE  
AGENDA**

**Seibert Conference Room  
Belleville Campus  
October 7, 2019 - 5:00 p.m.**

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**1. Approval of Minutes**

- A. Regular Meeting - September 16, 2019
- B. Executive Session - September 16, 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. Academic Calendars
    - a. 2020-2021 SWIC Academic Calendar
    - b. 2021-2022 SWIC Academic Calendar
    - c. 2020-2021 Adult Education Academic Calendar
    - d. 2020-2021 Aviation Maintenance Academic Calendar

**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 Litigation (5 ILCS 120/2c(11))**

**4. Personnel Issues**

- A. Resignations
  - 1. Aysha Flowers, Adult Education Early School Leaver Coordinator, St. Clair County
- B. Appointments
  - 1. Part-time Grant-funded SWIC EE Position: ATS Driver (3)
  - 2. Part-time Grant-funded SWIC EE Position: ATS Reservationist (2)
  - 3. Part-time Custodian, SWGCC
  - 4. Full-time Grant-funded Administrative Position: Assistant Director of Adult Education
  - 5. Full-time Administrative Position: HR Generalist
  - 6. Retitled and Restructured Full-time Administrative Position: Payroll Assistant
  - 7. Transferred SWIC EE Position: PTEC 009 Learning Resource Specialist
- C. Schmidt Art Center Interim Staffing Plan
- D. Request to Create and to Advertise
  - 1. Full-time Grant-funded SWIC EE Position: Education to Careers Coordinator
- E. Requests to Hire
  - 1. Part-time Grant-funded Belleville AmeriCorps Members for the 2019-2020 Program Year
  - 2. Part-time Faculty: Math and Sciences Division
    - a. Joshua Saunders, Engineering (Spring 2020)
  - 3. Part-time Faculty: Health Sciences & Homeland Security Division
    - a. Ashley Reeves, Nurse Assistant (Spring 2020)
  - 4. Part-time Non-union LACE Assistant, Radiology Technology
- F. Request to Grant Professor Emeritus Status
  - 1. Robert Beckett, Aviation Maintenance

- G. Full-time Commissioned Public Safety Officer Hiring Eligibility List
- H. Classification Review for SWIC EE Position
  - 1. Shipping and Receiving Coordinator
- I. Change of Employment Hire Date
  - 1. Brittany Robinson, ATS Driver
- J. Benefit Renewal Recommendation for 2021 Plan Year
- K. Requests to Advertise
  - 1. Part-time SWIC EE Position: Physical Fitness Specialist, Belleville Campus
  - 2. Full-time Grant-funded Administrative Position: Adult Transition Service Coordinator
  - 3. Part-time Non-union Position: Arts & Humanities Technical Theatre Coordinator
- L. 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: Tuesday, November 12, 2019 at 5:00 p.m.  
Seibert Conference Room, Belleville Campus