

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE
AGENDA**

**Seibert Conference Room
Belleville Campus
September 16, 2019 - 5:00 p.m.**

1. Approval of Minutes

- A. Regular Meetings - July 8, 2019 and August 19, 2019
- B. Special Meeting - August 8, 2019
- C. Executive Sessions - July 8, 2019; August 8, 2019 and August 19, 2019

2. Standard Committee Operations Items

- A. Grants and Agreements - New, Revised or Renewal
 - 1. Grants
 - 2. Agreements
- B. Routine Business Items
 - 1. Student Services Update
 - 2. Tentative List of Graduates, 2019 Summer Semester
 - 3. Running Start Agreement Templates

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. Jordan May, Full-time Commissioned Public Safety Officer, BC
 - 2. Nicole Dutton, Curator, Schmidt Art Center
- B. Retirement Notification
 - 1. Lee Smith, Associate Professor and Coordinator of the Fire Science Education Program
- C. Appointments
 - 1. Part-time SWIC EE Grant-funded Position: ATS Driver (5)
 - 2. Full-time Commissioned Public Safety Officer (2), BC
 - 3. Part-time Commissioned Public Safety Officer, BC
 - 4. Full-time Custodial Position, BC
 - 5. Full-time Administrative Position: Evaluation Specialist
 - 6. Retitled and Restructured Full-time Administrative Position: Chief Human Resources and Operations Officer, Salary Grade 10
- D. Requests to Hire
 - 1. Full-time and Part-time, Belleville AmeriCorps Members for the 2019-2020 Program Year
 - a. Yasanne Garrett, Full-time Tutor
 - b. Grace Hodges, Part-time Tutor
 - 2. Part-time Faculty: Health Sciences & Homeland Security Division
 - a. Katie Halliwill, Medical Laboratory Technology (Spring 2020)
 - 3. Part-time Faculty: Technical Education Division
 - a. John Gathard, Electrical Program (September 26, 2019)
 - b. Michael Jackson, Welding Program (September 26, 2019)
 - 4. Part-time Non-Union LACE Assistant for Sign Language Studies
 - a. Ralph Roach, Jr., \$20.37/hr; 5 hours weekly for Spring 2020 semester

5. Part-time SWIC EE Position: Greenhouse Technician, BC
 - a. Jeffrey Baltes, \$15.00/hr for up to 28 hours per week
 - b. Torri Kuhse, \$15.00/hr for up to 28 hours per week
6. Part-time Non-Union Faculty: Community Education (Fall 2019)
 - a. Dian Bazzell: "Illustrator Basics & Basics Photo Touch Up"
- E. Ratification of Emergency Hires
 1. Part-time Faculty for Fall 2019
 - a. Math & Sciences
 1. Ricky Harre: Agriculture (8.15.19)
 - b. Technical Education
 1. Michael D. Moore: Electrical (09.04.19)
 2. Richard Price: Electrical (09.16.19)
 3. Bryce Dickenson: Welding (09.19.16)
 2. Part-time SWIC EE Position: Physical Fitness Specialist
 - a. Ivan Simms, \$17.50/hr for 10-20 hours per week
- F. Administrative, Professional and Supervisory Staff (Education and Grant-funded) Salary Increase for FY 2020
- G. Classification Review for SWIC EE Position: Workforce Development Coordinator
- H. Request to Create and to Advertise (subject to receipt of grant funding):
 1. Full-time Grant-funded Administrative Position: Program Outreach Coordinator
 2. Full-time Grant-funded Administrative Position: Student Services Specialist (2)
- I. Request to Continuously Advertise
 1. Part-time Commissioned Public Safety Officers
 2. Part-time Faculty Position: Librarian
 3. Part-time Non-union Art Models, BC
- J. Request to Advertise
 1. Full-time Administrative Position: Curator, Schmidt Art Center
 2. Part-time SWIC EE Position: Adult Basic Education Computer Lab Assistant
 3. Part-time SWIC EE Position: Pearson VUE Office Clerk
 4. Part-time Grant-funded Position: Advocacy Representative
 5. Part-time SWIC EE Position: Success Center Computer Lab Assistant
- K. 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, October 7, 2019 at 5:00 p.m.
Seibert Conference Room, Belleville Campus