

**PERSONNEL, PROGRAMS AND SERVICES COMMITTEE  
AGENDA**

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

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**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