

PERSONNEL COMMITTEE AGENDA

July 22, 2019

Committee Members:

Chip Post, Chair

Bill Tatum

Gordon Springle

Full-Board Items

Consent Agenda Items:

1. Approve New Employees
2. Approve Promotions
3. Approve Attrition
4. Receive CCCC 2018-2019 HR Report including turnover rates

For Information Only:

1. Summary of Qualifications of New Hires
2. General Employment Update



NEW EMPLOYEES

1. Gary Franks, Jr., Grounds Technician-Chatham, New position, 5/6/2019
2. Pamela Adkins, Student Success Advocate, Replacement for Jennifer Trice, 5/6/2019
3. Alexandra Dowdy, Administrative Specialist, Replacement for Jill Gillette, 5/13/2019
4. Candice Solis, Success Coach Advisor, Replacement for Sarah Griggs, 5/13/2019
5. Bryan Koprowski, Success Coach/Advisor, Replacement for Anthea Saez, 5/22/2019
6. Karmisha Hernandez Luciano, Administrative Assistant-TRiO Veterans Upward Bound, Replacement for Sara Delvalle-Blair, 5/30/2019
7. Deborah Kauba, Assistant Director of Processing-Financial Aid, Replacement for Daniel Warari, 6/3/2019
8. Jennifer Babb, Administrative Specialist-Student Learning/Academic Assistance Center, Replacement for Heather McKenzie, 6/3/2019
9. Trevor Dobbins, College Advisor TRiO, Replacement for Rachel Piontak, 6/10/2019
10. Brittany Scotton, Program Manager-TRiO Upward Bound, Replacement for Amber Lennon-Harmon, 6/17/2019
11. Sharon Konowitz, Nursing Instructor, Replacement for Christine Harner, 6/24/2019
12. Darlene McDowell, Administrative Specialist-TRiO, Replacement for Kim Brzozowski, 7/1/2019
13. Jordan Martinez, Academic Coordinator-TRiO Upward Bound, Replacement for Walter Brown, 7/1/2019
14. Michael Parnell, Maintenance Technician, New Position, 7/1/2019
15. Michelle Patterson, Veterinary Medical Technology Instructor, Replacement for Lori Rainforth, 7/1/2019
16. Erin Blakeley, Coordinator of Professional Development, Replacement for Daisha Gaines, 7/8/2019
17. Samantha Lane, Career & College Advisor/Instructor, Replacement for Katie Surber, 8/1/2019
18. Andrew Walser, English Instructor, Replacement for Ashley Dial, 8/14/2019
19. Jennifer Reid Haslup, Chemistry Instructor, Replacement for Katherine Meadows, 8/14/2019
20. Julie Nelson, English Instructor, Replacement for Anjanette Porter, 8/14/2019
21. Mariann Woodward, Math Instructor, Replacement for Dustin Nichols, 8/14/2019
22. Michelle Acevedo, Esthetics Instructor, Replacement for Wynette Oliver, 8/14/2019
23. Michelle Sroka, English Instructor, Replacement for Summerlin Webb, 8/14/2019

PROMOTIONS

1. Kimberly Brzozowski, TRiO Academic Coach, New Position, 5/1/2019
2. Sarah Delvalle-Blair, Grants Performance Coordinator, New Position, 5/6/2019
3. David Myers, Lead Instructor (A/C Heating Refrigeration & Welding), New Position, 7/1/2019
4. Summerlin Webb, Lead Humanites Instructor, Replacement for David Hartman, 7/8/2019
5. Heather McKenzie, Career & College Advisor, Replacement for Cara Simmons, 8/1/2019

ATTRITION

- Christine Harner, Resignation, 4/19/2019
- Rakleh Scott, Termination, 4/23/2019
- Rachel Piontak, Resignation, 4/26/2019
- Vadrin Colvin-King, Non-Renewal, 5/10/2019
- Ashley Dial, Resignation, 5/10/2019
- Chris Gregory, Non-Renewal, 5/10/2019
- Ron McLamb, Non-Renewal, 5/10/2019
- Anjanette Porter, Non-Renewal, 5/10/2019
- Dana Scott, Non-Renewal, 5/10/2019
- Derrick Wright, Non-Renewal, 5/10/2019
- Dustin Nichols, Resignation, 5/13/2019
- Amber Lennon-Harmon, Resignation, 5/24/2019
- Adriana Peterson, Termination, 5/29/2019
- David Hartman, Retirement, 5/31/2019
- Wayne Norris, Retirement, 5/31/2019
- Myles Tart, Retirement, 6/1/2019
- Kristy Baggett, Non-Renewal, 6/30/2019
- Walter Brown, Non-Renewal, 6/30/2019
- Dwight Dixon, Non-Renewal, 6/30/2019
- Daisha Gaines, Non-Renewal, 6/30/2019
- Kim Langston, Non-Renewal, 6/30/2019
- Lori Rainforth, Retirement, 6/30/2019
- Anthea Saez, Non-Renewal, 6/30/2019
- Cara Simmons, Non-Renewal, 6/30/2019
- Matthew Smith, Non-Renewal, 6/30/2019
- Katie Surber, Non-Renewal, 6/30/2019
- Mary Wilson, Resignation, 6/30/2019



2018-19 Human Resources Report

Current Total Full-time Employee Head Count	411
Full-time faculty:	162
Full-time staff:	249

Current Full-time Vacancies	17
Full-time faculty vacancies:	11
Full-time staff vacancies:	6

New Hires	48
Full-time faculty:	18
Full-time staff:	36
Promotions	20

Attrition	62
Dismissals:	4
Non-renewals:	17
Resignations:	32
Retirements:	8
Total Annual 2018-19 Fiscal Year Turnover Rate	14.9%
Total 2018 Calendar Year Turnover Rate	9.8%
Benchmark*	12.0%

<i>FY 2018-19 TURNOVER BY DIVISION</i>	<i>Average # of employees</i>	<i># Employees Separated</i>	<i>Turnover Rate</i>
CCCC	417	62	14.9%
<i>Administrative Services</i>	94	5	5.3%
<i>Student Learning</i>	273	46	17%
<i>Institutional Effectiveness</i>	5	0	0
<i>Student Services</i>	45	9	19.7%

*Bichsel, Jacqueline, & McChesney, Jasper (2018, December). *A Snapshot of the Staff Workforce in Community and Technical Colleges* (Research Report). CUPA-HR.

Worker's Compensation

OSHA Recordable Accidents	Days on Modified Duty	Days Lost
3	19	15

- Central Carolina Community College received the N.C. Department of Labor Second Year Gold Certificate of Safety in June 2019.

Wellness Initiatives

Eat Smart, Move More...Maintain, don't gain! Holiday Challenge

(Offered from Thanksgiving to New Year's Eve)

- 59 Employees joined the challenge
- 80% maintained their weight
- 5% lost 3-5 pounds
- 5% lost more than 5 pounds
- 10% gained 3-5 pounds
- 0% gained more than 5 pounds
- 95% are likely to participate in a future Holiday Challenge

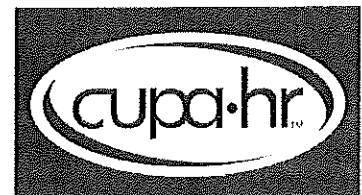


Stress Management Workshops

- *Resilience & Thriving: The Secret Power of Stress* workshops were presented by HR and attended by 31 faculty and staff in the spring semester.

Accomplishments

- CUPA-HR Southern Region HR Excellence Award 2019
- CUPA-HR National HR Excellence Award 2019
- Established Human Resources Department Scholarship for dependents of employees with award from CUPA-HR



SUMMARY OF QUALIFICATIONS

- 1. Name of Person Recommended:** Gary Franks, Jr.
Position: Grounds Technician-Chatham
New Position or Replacement: New Position
Educational Status: High School Diploma
Relevant Background and Experience: Over eight years in landscaping and lawn care
- 2. Name of Person Recommended:** Pamela Adkins
Position: Student Success Advocate
New Position or Replacement: Replacement for Jennifer Trice
Educational Status: Master's Career Counseling, North Carolina Central University, Master's Human Development, North Carolina Central University
Relevant Background and Experience: Over nine years in higher education including four years in community college
- 3. Name of Person Recommended:** Alexandra Dowdy
Position: Administrative Specialist
New Position or Replacement: Replacement for Jill Gillette
Educational Status: Bachelor's of Science in Business Administration, UNC Wilmington
Relevant Background and Experience: Two years in banking industry, three years as Bookkeeper for Lee County Schools
- 4. Name of Person Recommended:** Candice Solis
Position: Success Coach/Advisor
New Position or Replacement: Replacement for Sarah Griggs
Educational Status: Juris Doctorate, North Carolina Central University
Relevant Background and Experience: Ten years in program management and experience as adjunct instructor

- 5. Name of Person Recommended:** Bryan Koprowski
Position: Success Coach/Advisor
New Position or Replacement: Replacement for Anthea Saez
Educational Status: Master's of Science in Athletic Training, Indiana State University, Master's of Arts in Health Education & Promotion, East Carolina University
Relevant Background and Experience: 13 years as Athletic Trainer and experience as Academic Advisor and Adjunct Instructor in a community college
- 6. Name of Person Recommended:** Karmisha Hernandez Luciano
Position: Administrative Assistant-TRiO Veterans Upward Bound
New Position or Replacement: Replacement for Sarah Devalle-Blair
Educational Status: Associate of Arts, Associate of Accounting, Central Carolina Community College
Relevant Background and Experience: Four years as Program Assistant
- 7. Name of Person Recommended:** Deborah Kauba
Position: Assistant Director of Processing-Financial Aid
New Position or Replacement: Replacement for Daniel Warari
Educational Status: Master's in Business Administration, Liberty University
Relevant Background and Experience: Over twenty years in accounting and finance
- 8. Name of Person Recommended:** Jennifer Babb
Position: Administrative Specialist-Student Learning/Academic Assistant Center,
New Position or Replacement: Replacement for Heather McKenzie
Educational Status: Bachelor's in Communication, NC State University
Relevant Background and Experience: Eight years in banking and five years as Data Manager with Lee County Schools
- 9. Name of Person Recommended:** Trevor Dobbins
Position: College Advisor TRiO
New Position or Replacement: Replacement for Rachel Piontak
Educational Status: Bachelor's in Sports Management/Coaching Education, NC State University
Relevant Background and Experience: Two years working with low income and first generation students from a rural community as an advisor

- 10. Name of Person Recommended:** Brittany Scotton
Position: Program Manager- TRiO Upward Bound,
New Position or Replacement: Replacement for Amber Lennon-Harmon
Educational Status: Bachelor's in Social Work, UNC Greensboro, Master's in Higher Education Administration, Appalachian State University
Relevant Background and Experience: Five years as Elementary Teacher's Assistant and previous experience as Student Life Counselor and Nursery Teacher
- 11. Name of Person Recommended:** Sharon Konowitz
Position: Nursing Instructor
New Position or Replacement: Replacement for Christine Harner
Educational Status: Bachelor's in Nursing, Jacksonville University, Master's Nursing Education, UNC Wilmington, Doctorate Innovation & Leadership, Wilmington University
Relevant Background and Experience: Over twenty years in Nursing and Nursing or Health Education
- 12. Name of Person Recommended:** Darlene McDowell
Position: Administrative Assistant
New Position or Replacement: Replacement for Kim Brzozowski
Educational Status: Master's Degree in Agriculture Education, NC State University
Relevant Background and Experience: 19 years as a teacher in the public school system and seven years administrative experience
- 13. Name of Person Recommended:** Jordan Martinez
Position: Academic Coordinator-TRiO Upward Bound
New Position or Replacement: Replacement for Walter Brown
Educational Status: Master's in the Art of Teaching, UNC Chapel Hill
Relevant Background and Experience: Six years as Social Studies Teacher
- 14. Name of Person Recommended:** Michael Parnell
Position: Maintenance Technician
New Position or Replacement: New Position
Educational Status: Diploma in Auto Restoration, Diploma in Welding Technology, Certificate in Motorcycle Mechanics, Building Construction Technology, Central Carolina Community College
Relevant Background and Experience: Thirty years in maintenance and repair of mechanical and electrical equipment including 20 years in the U.S. Army

15. Name of Person Recommended: Michelle Patterson
Position: Veterinary Medical Technology Instructor,
New Position or Replacement: Replacement for Lori Rainforth
Educational Status: Bachelor's in Biology, Elon University, Associate in
Veterinary Medical Technology, Central Carolina
Community College
**Relevant Background and
Experience:** Three years as Adjunct Instructor, Seven years in Veterinary
Assistant and as Registered Veterinary Technician

16. Name of Person Recommended: Erin Blakeley
Position: Coordinator of Professional Development
New Position or Replacement: Replacement for Daisha Gaines
Educational Status: Master's of Business Administration, Campbell University
**Relevant Background and
Experience:** Three years as Adjunct Business Instructor, Four years with
Wake Tech as Assistant and Director of RTP campus, Four
years as Executive Assistant to NCACCT

17. Name of Person Recommended: Samantha Lane,
Position: Career & College Advisor/Instructor
New Position or Replacement: Replacement for Katie Surber
Educational Status: Master's in Higher Education/Minor in History, Appalachian
State University
**Relevant Background and
Experience:** Five years as Assistant Principal at Lee Christian School

18. Name of Person Recommended: Andrew Walser
Position: English Instructor
New Position or Replacement: Replacement for Ashley Dial
Educational Status: Doctorate of English, University of Illinois at Chicago
**Relevant Background and
Experience:** Nineteen years as Instructor, Lecturer, and Professor in
Higher Education

19. Name of Person Recommended: Jennifer Reid Haslup
Position: Chemistry Instructor
New Position or Replacement: Replacement for Katherine Meadows
Educational Status: Doctorate in Fiber & Polymer Science, NC State University
**Relevant Background and
Experience:** Six years as a Research Assistant, Four years as High School
Chemistry Teacher, Experience as Adjunct Instructor

20. Name of Person Recommended: Julie Nelson
Position: English Instructor
New Position or Replacement: Replacement for Anjanette Porter
Educational Status: Master's in Creative Writing, Minnesota State University
**Relevant Background and
Experience:** Twenty years as English Instructor in community college or
university setting

21. Name of Person Recommended: Mariann Woodward
Position: Math Instructor
New Position or Replacement: Replacement for Dustin Nichols
Educational Status: Master's in Mathematics, Temple University
Relevant Background and Experience: Over ten years as Math Instructor at Fayetteville Tech

22. Name of Person Recommended: Michelle Acevedo
Position: Esthetics Instructor
New Position or Replacement: Replacement for Wynette Oliver
Educational Status: Cosmetology Certificate and Cosmetology Instructor Certificate, Paul Mitchell
Relevant Background and Experience: Ten years as Cosmetologist, Three years as Cosmetology/Esthetics Instructor at Miller-Motte, Adjunct Instructor

23. Name of Person Recommended: Michelle Sroka
Position: English Instructor
New Position or Replacement: Replacement for Summerlin Web
Educational Status: Doctorate of English, Duke University
Relevant Background and Experience: Three years as middle school English Teacher, Two years as Instructor at Duke