

PERSONNEL COMMITTEE AGENDA

February 10, 2020

Committee Members:

Chip Post, Chair

Bill Tatum

Gordon Springle

Full-Board Items

Consent Agenda Items:

1. Approve New Employees
2. Approve Position Changes
3. Receive Quarterly Divisional Turnover Report

For Information Only:

1. Summary of Qualifications of New Hires
2. Attrition
3. Community Service Leave (waiting on guidance from NC Community College System Office)
4. General Employment Update
5. President Update

NEW EMPLOYEES

1. Betsy Walton, Animal Facilities Manager, 11/04/2019, New Position
2. Crystal Sanders, Dental Programs Clinical Assistant/Instructor, 11/04/2019, Replacement for Charmaine Keffer
3. Jennifer Dillon, TRIO Student Support Services Academic Coach, 12/02/2019, Replacement for Pamela Atkins
4. Holly Freeman, TRIO Student Support Services Academic Coach, 12/02/2019, Replacement for Shantel Luckey
5. Joseph Harris, Business Technology Instructor, 12/02/2019, Replacement for Amber Thomas
6. Karen Weaver, Custodian Dunn Site, 12/2/2019, Replacement for Maria Valdez
7. Kenneth Conley, A/C Heating & Refrigeration Technology Instructor, 12/16/2019, Replacement for Dave Meyers
8. Kaitlyn Schlein, Cosmetology Instructor, 1/2/2020, Replacement for Dana Scott
9. Amy Nipper, Biology Instructor, 1/2/2020, New position
10. Leroy Perez-Reyes, Cosmetology Instructor, 1/2/2020, Replacement for Tonya Francis
11. Stephanie Morco, Lead Instructor Mechanical Engineering. Technology, 1/2/2020, Replacement for Trevor Bradian
12. Lisa Smelser, Biotechnology Lead Instructor, 1/6/2020, New position
13. Anna Hoel, Financial Aid Technician, 1/7/2020, Replacement for Star Moretz
14. M. Chad Parrish, Programmer, 1/21/2020, New position
15. Verence Soto, Financial Aid Technician, 1/21/2020, Replacement for Nichelle Lariviere
16. Marlon Wellington, Lead Information Technology Support, 1/27/2020, Replacement for Clint Matthews
17. Lee Bryant, Staff Accountant, 1/27/2020, Replacement for Leslie Matthews

POSITION CHANGES

1. Melissa Fogarty, Medical Assisting Program Director Promotion to Chatham Health Sciences Site Director/ Medical Assisting Program Director, 11/4/2019, New position
2. Amber Werkheiser, Financial Aid Advisor Promotion to Lead Financial Aid Advisor, 11/4/2019, Replacement for Precious Ward
3. Nichelle Lariviere, Financial Aid Technician Promotion to Financial Aid Advisor, 11/4/2019, Replacement for Amber Werkheiser
4. Anthony Farior, Outreach & Services Promotion to Assistant Director Veterans Upward Bound, 12/1/2019, New position
5. Leslie Matthews, Accounting Assistant Promotion to Cashier, 12/1/2019, Replacement for Karen Walton
6. Rebeccah Lystash, Director, TRIO Upward Bound, Transfer to Grants Performance Coordinator, 2/10/2020, Replacement for Sara Delvalle-Blaire
7. Jessica Fink, HR Technician, Transfer to Records Assessment Specialist, 1/21/2020, Replacement for Rachel Higgins
8. Steve Heesacker, Lead Career & College Advisor, Promotion to Business Administrative Instructor, 1/1/2020, Replacement for Mike Fann
9. Oscar Hernandez, ESL Recruitment/Assessment Coordinator, Promotion to Coordinator of ESL Career Pathways, 1/1/2020, New position
10. Ed Warner, Instructional Technology Specialist, Promotion to IT Support Technician II/AV, 1/1/2020, New position

QUATERLY DIVISIONAL TURNOVER REPORT

(First Quarter 2019-20)

First Quarter 2019-2020				Second Quarter 2019-2020			
	# Employees (Average)	# Separations	Turnover		# Employees (Average)	# Separations	Turnover
Student Learning	279	11	3.92%		278	5	1.81%
Student Services	47	4	8.51%		44	3	6.52%
Administrative Services	93	3	3.25%		93	5	5.38%
Institutional Effectiveness	4	0	0.00%		4	0	0.00%
All	423	18	4.21%		419	13	3.07%

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SUMMARY OF QUALIFICATIONS

- 1. Name of Person Recommended:** Betsy Walton
Position: Animal Facilities Manager
New Position or Replacement: New position
Education: Doctorate Veterinary Medicine, NC State University
Relevant Background and Experience: Two years' experience as adjunct instructor, 20 years' experience as Director of Veterinary Medicine & Project Management roles at GlaxoSmithKline
- 2. Name of Person Recommended:** Crystal Sanders
Position: Dental Programs Clinical Assistant/Instructor
New Position or Replacement: Replacement for Charmaine Keffer
Education: Master's of Science in Healthcare Administration, Liberty University
Relevant Background and Experience: Eight year's experience as Dental Hygienist
- 3. Name of Person Recommended:** Jennifer Dillon
Position: TRIO Student Support Services Academic Coach
New Position or Replacement: Replacement for Pamela. Atkins
Education: Bachelor's Degree in Communication, NC State University
Relevant Background and Experience: Four years' experience as Writing and Reading Coach at CCCC
- 4. Name of Person Recommended:** Holly Freeman
Position: TRIO Student Support Services Academic Coach
New Position or Replacement: Replacement for Shantel Luckey
Education: Bachelor's in Elementary Education, Appalachian University
Relevant Background and Experience: Fourteen years at a community college as tutor, writing center, and admissions specialist
- 5. Name of Person Recommended:** Joseph Harris
Position: Business Technology Instructor
New Position or Replacement: Replacement for Amber Thomas
Education: Master's of Economics, Florida State University
Relevant Background and Experience: Experience as an Academic Coach, Graduate Assistant, Experience as a Financial & Marketing Analyst
- 6. Name of Person Recommended:** Karen Weaver
Position: Custodian Dunn Site
New Position or Replacement: Replacement for Maria Valdez
Education: General Office Diploma, Central Carolina Community College

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- Relevant Background and Experience:** Farm owner, Custodial, Grounds Assistant experience
7. **Name of Person Recommended** Kenneth Conley
Position: A/C Heating & Refrigeration Technology Instructor
New Position or Replacement: Replacement for Dave Meyers
Education: HVAC Diploma, McDowell Technical Community College
Relevant Background and Experience: Over 13 years' experience as a manager of a mechanical service company
8. **Name of Person Recommended** Kaitlyn Schlein
Position: Cosmetology Instructor
New Position or Replacement: Replacement for Dana Scott
Education: Associates of Cosmetology, Randolph Community College
Relevant Background and Experience: Three years' experience as cosmetologist and an adjunct instructor at a community college
9. **Name of Person Recommended** Amy Nipper
Position: Biology Instructor
New Position or Replacement: New position
Education: Master's in Animal Science/Physiology, NC State University
Relevant Background and Experience: Experience as medical lab technologist, lab manager, and adjunct biology instructor
10. **Name of Person Recommended** Leroy Perez-Reyes
Position: Cosmetology Instructor
New Position or Replacement: Replacement for Tonya Francis
Education: Associates in Cosmetology, Central Carolina Community College
Relevant Background and Experience: Experience as an adjunct instructor
11. **Name of Person Recommended** Stephanie Morco
Position: Lead Instructor Mechanical Engineering. Technology
New Position or Replacement: Replacement for Trevor Bradian
Education: Bachelor's Mechanical Engineering, Brigham Young University
Relevant Background and Experience: Experience as Engineering Intern, Teaching Assistant, Research Assistant and adjunct instructor
12. **Name of Person Recommended** Lisa Smelser
Position: Biotechnology Lead Instructor
New Position or Replacement: New position
Education: Doctorate in Biology/Biotechnology, Ball State University

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- Relevant Background and Experience:** Ten years' experience as Graduate Teaching Assistant, Adjunct Instructor, and Professor
13. **Name of Person Recommended** Anna Hoel
Position: Financial Aid Technician
New Position or Replacement: Replacement for Star Moretz
Education: High School Diploma, scheduled to graduate in May 2020 with Associates in Accounting, Central Carolina Community College
Relevant Background and Experience: Two years as Financial Aid work study, ten years' experience as Certified Pharmacy Technician
14. **Name of Person Recommended** M. Chad Parrish
Position: Programmer
New Position or Replacement: New position
Education: Associates in Computer Programming, Central Carolina Community College
Relevant Background and Experience: Fourteen years as webmaster and applications development at community colleges
15. **Name of Person Recommended** Verenice Soto
Position: Financial Aid Technician
New Position or Replacement: Replacement for Nichelle Lariviere
Education: High School Equivalent
Relevant Background and Experience: Fourteen years' experience in front office duties, case management, interpreting, and customer service
16. **Name of Person Recommended** Marlon Wellington
Position: Lead Information Technology Support
New Position or Replacement: Replacement for Clint Matthews
Education: Associates in Network Administration and Support
Relevant Background and Experience: Fourteen years as desktop administrator, support technician, and IT admin
17. **Name of Person Recommended** Lee Bryant
Position: Staff Accountant
New Position or Replacement: Replacement for Leslie Matthews
Education: Bachelor's in Business Administration, Campbell University
Relevant Background and Experience: Two years' experience as Accounting Technician at NCCCS, 20 years in office management and accounting

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ATTRITION

1. Precious Ward, Associate Director of Financial Aid, Resignation, 10/18/2019
2. Sara Delvalle-Blair, Grants Performance Coordinator, Resignation, 11/5/2019
3. Michael Fann, Business Technology Instructor, Termination, 11/15/2019
4. Zilma Lopes, Director of Financial Aid, Resignation, 11/27/2019
5. Erica Glover, Contract Administrator, Resignation, 12/6/2019
6. Clint Matthews, Lead PC Technician, Resignation, 12/9/2019
7. Trevor Bradian, CAD Lead Instructor, Retirement, 12/16/2019
8. Kim Shaw, Adult Services Coordinator, Resignation, 12/20/2019
9. Chuck Mann, Automotive Instructor, Retirement, 12/31/2019
10. Emily Shepard, CIT Instructor, Retirement, 12/31/2019
11. Karen Walton, Cashier, Retirement, 12/31/2019
12. Evelyn Gomez, IT Technician, Resignation, 1/3/2020
13. Susan Carlson, Center for Excellence Coordinator, Retirement, 1/17/2020
14. Heather Hobbs, STEM Program Specialist, Funds Discontinued, 1/17/2020
15. Darlene McDowell, TRiO Administrative Specialist, Resignation, 1/17/2020
16. Shari McQuire, Success Coach, Resignation, 1/17/2020
17. Mike Murray, Lead Instructor, Network Mgmt., Retirement, 1/31/2020
18. Mitchell Patterson, Grounds Maintenance, Retirement, 1/31/2020