

8. CONSENT AGENDA 3. HUMAN RESOURCES

8.3.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends changes to staff positions in Student Development. The position changes are funded through available budget resources.								
1	Eliminate	Vacant	Part-time Classified Position Number: 0160 Enrollment Service Generalist, Welcome and One Stop Center	N/A	B22 Non- exempt	N/A	4/29/2024	N/A
2	Title and Job Grade	Kahleel, Humera	Full-time Classified Position Number: 1697 Office Associate, Advising and Retention	Full-time Classified Position Number: 1697 Enrollment Services Generalist, Welcome and One Stop Center	B21 Non- exempt	B22 Non- exempt	4/29/2024	N/A
3	Title and Job Grade	Reed, Pam	Part-time Classified Position Number: 1329 Office Assistant, Student Recruitment and Onboarding	Part-time Classified Position Number: 1329 Enrollment Services Generalist, Welcome and One Stop Center.	A11 Non- exempt	B22 Non- exempt	4/29/2024	N/A
4	Title and Job Grade	Dieck, Pamela	Part-time Classified Position Number: 1131 Office Assistant, Student Recruitment and Onboarding	Part-time Classified Position Number: 1131 Enrollment Services Generalist, Welcome and One Stop Center	A11 Non- exempt	B22 Non- exempt	4/29/2024	N/A

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8.3.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
5	Status Change	Vacant	Part-time Classified Position Number: 1713 Student Records Representative, Student Records	Full-time Classified Position Number: 1713 Student Records Representative, Student Records	B22 Non-exempt	B22 Non-exempt	4/24/2024	N/A
6	Title and Job Grade Change	Flores, Art	Specialist Position Number: 1197 Senior Media Conversion Technician, Access and Disability Resource Center	Specialist Position Number: 1197 Business Analyst, Student Affairs	B23 Non-exempt	C43 Exempt	4/29/2024	4/29/2024-6/30/2024
Recommendation: Approve the proposed changes with the effective dates noted above.								

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8.3.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
In March 2024, the Board accepted the Illinois Community College Board's Access and Equity in Dual Credit Project grant award. The purpose of this grant is to increase enrollment in dual credit offerings and transition of dual credit students to the College after high school completion. Administration requests one (1) full-time staff position which will be fully grant-funded through the end of FY25. The proposed position approvals are as follows:								
1	New Position	TBD	N/A	Specialist Position Number: TBD Lead College and Career Navigator*, Student Recruitment and Onboarding	N/A	B32 Exempt	4/24/2024	TBD
Recommendation: Approve the proposed new grant-funded position with the effective dates noted above.								

*Grant/externally funded position.