

**AGENDA ITEM #XII-A-2
JULY 18, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, NURSING/ALLIED HEALTH PROGRAMS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Alicia Kepner as full-time Coordinator, Nursing/Allied Health Programs in the Nursing and Allied Health division beginning August 10, 2017, at an annual FY18 salary of \$48,851, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY18 budget. This appointment will fill the position that was vacated by Jen Grobe when she became the Associate Dean of the division. During the 2016-2017 academic year, Ms. Kepner served in this capacity on a part-time basis as outlined in a Memorandum of Understanding approved by the Board in August 2016. It has now been determined that Ms. Kepner will fill the vacancy in a full-time capacity.

BACKGROUND: Ms. Kepner's most recent work experience includes working as a full-time Medical Assistant Instructor from August 2015 to August 2017. During the 2016-2017 academic year, Ms. Kepner served as the Coordinator of the Nursing Program and Lab in a part-time capacity while also serving as a Medical Assistant Instructor. Prior to her role as faculty, Ms. Kepner has worked at Highland as Coordinator of the Nursing and Allied Health Programs, where she managed the nursing, medical assistant, and paramedic programs from FY14 to FY 16. In addition, Ms. Kepner has taught part-time nursing classes. Prior to this, she served as the Coordinator of the Medical Assistant Program with teaching responsibilities since FY11, and initially began at Highland as a part-time nursing instructor in August of 2009. Ms. Kepner was responsible for the Medical Assistant Program achieving accreditation. She is dedicated to the College as demonstrated by her various roles within the institution. Ms. Kepner has worked as a Certified Medical Assistant at the Freeport Health Network, Rock Valley Women's Health Care, and Oakley Courts.

Ms. Kepner is a Certified Medical Assistant and received an Associate of Applied Science in Medical Assistant from Rockford Career College.

Her enthusiasm for the allied health programs, education and work experience, combined with her compassion for the College's students and familiarity with the College faculty and nursing programs, provide the necessary skills to serve in this capacity within the Nursing and Allied Health department.

BOARD ACTION: _____