



Robert T Finney -

Phone:
Phone: .
Email: rfinney@parkland.e...

Other:

Where Used: FAC,HRP,EMP,...
Entry Date: 08/03/21
Addr Status:: Current

EMPS - Employment Summary ☆

Hire Date Termination Date Retire Date

Employee Status Eligibility for Rehire

Position Summary

	Start Date	End Date	Pri Pos	Position Title	FTE
1	<input type="text" value="08/23/21"/>	<input type="text"/>	<input type="text" value="Yes"/>	<input type="text" value="Part-Time Faculty"/>	<input type="text" value="0.000"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Status History
- Assignment Contracts
- Date Information
- Calendar Year Salary History
- Pay Period Review
- Fiscal Year Salary History
- Benefits/Deductions
- Stipends
- Leave Plans
- QTD/YTD Earnings Summary
- Office Information
- Taxes and Direct Deposit

Comments

1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	



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EMPS ◦ STPS - Person's Stipends Summary ☆ ◦

Finney II, Mr. Robert T. ID: _____

Add Stipenc

Stipend

			Start Date	End Date	In Use	Description	Amount
1	<input type="checkbox"/>		02/01/22	05/05/22	No	CJS-101-001 Intro Criminal Jus	3,675.00
2	<input type="checkbox"/>		10/01/21	12/10/21	Yes	CJS-221-251W Comm Policng/Prob	3,675.00
3	<input type="checkbox"/>		09/01/21	12/10/21	Yes	CJS-101-052W Intro Criminal Ju	3,675.00
4	<input type="checkbox"/>						
5	<input type="checkbox"/>						
6	<input type="checkbox"/>						
7	<input type="checkbox"/>						
8	<input type="checkbox"/>						



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EMPS ◦ LEVS - Person's Leave Plans Summary ☆ ◦

Finney II, Mr. Robert T. ID: _____

Add Person's Leave Plan

Person's Leave Plan

			Start Date	End Date	In Use	Code	Description	Type	Hours Balance
1	<input type="checkbox"/>		08/23/21	<input type="text"/>	Yes	ABHR	Absence Hours	ABH	6.00
2	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
3	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
4	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
5	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
6	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
7	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
8	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
9	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
10	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
11	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>



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Where Used: FAC,HRP,EMP,...
Entry Date: 08/03/21
Addr Status:: Current

EMPS ○ BNDS - Person's Benefits/Deductions ☆○

Finney II, Mr. Robert T. ID: _____

Add Person's Benefit/Deduction

Person's Benefit/Deduction

	Enroll Date	Cancel Date	In Use	Code	Description	Calc Method
1	10/01/21		Yes	SUR8	SURS 8%	Percentage
2	08/23/21	09/30/21	Yes	S802	SURS 8% Tier 2	Percentage
3						
4						
5						
6						
7						
8						
9						
10						

Robert Finney

Company: Parkland College

Address: USA

Requisition: Criminal Justice Part-time Faculty (req470)

Email:

Phone:

Address:

Application Received: 5/5/2021

Source: Main - Mobile Career Site

Applicant Type: External

Application Contents

Resume/CV: Resume_2019_copy_pdf.pdf	2
Cover Letter: Cover Letter	4
Structured Resume	5
Prescreening Questions	6
Prescreening Questions	9
Disclaimer	11

Robert T. Finney II

PROFILE

Providing consulting services to law enforcement clients in areas of leadership, policy review and development, internal reviews and control, and service impact. I also provide interim Chief Executive Officer services during planned or unplanned periods of absences. I have been brought into agencies to work on professionalism and climate issues as well as to address issues of reorganization and Accreditation. I have over thirty-five years of law enforcement experience as well as working in the private sector on law enforcement related issues.

LAW ENFORCEMENT CONSULTANT SERVICES CLIENTS

	2012-Present
National Testing Network, Senior Field Consultant	
Executive Director, Illinois Association of Chiefs of Police, Springfield, Illinois	
City of Moline, Illinois	
City of Fairbury, Illinois	
City of Monticello, Illinois	
City of Bloomington, Illinois	
City of East Peoria, Illinois	
City of Hoopston, Illinois	
City of Farmer City, Illinois	
Controlled Expert Witness Policy, Stuckemeyer V. City of Cowden, Illinois	

EXPERIENCE

Chief of Police (Retired), City of Champaign, Illinois	2003-2012
Chief of Police, City of Carbondale, Illinois	1999-2003
Deputy Chief of Police, City of Quincy Illinois	1982-1999
President of the Illinois Association of Chiefs of Police, Springfield	1997-2012

EDUCATION

MASTER OF ARTS WESTERN ILLINOIS UNIVERSITY, Macomb, Illinois	1984-1988
BACHELOR OF ARTS UNIVERSITY OF ILLINOIS, Springfield, Illinois	1980-1982
MURRAY STATE UNIVERSITY, Murray Kentucky	1978-1980
UNIVERSITY OF WEST VIRGINIA	1998
NORTHWESTERN ILLINOIS UNIVERSITY, SPSC	1989
FBI NATIONAL ACADEMY, #192 Quantico, Virginia	1998
LAW ENFORCEMENT EXECUTIVE DEVELOPMENT FBI	2003

PROFESSIONAL SERVICES

ILLINOIS ASSOCIATION OF CHIEFS OF POLICE, President	2011-2012
ILLINOIS ASSOCIATION OF CHIEFS OF POLICE FOUNDATION, Chair	2012-2013
ASSESSOR for C.A.L.E.A. and Illinois Association of Chiefs of Police	1997-2001
ASSESSMENT SERVICES FOR CHIEF OF POLICE SELECTION	2005-2014
INSTRUCTOR OF LAW ENFORCEMENT, John Wood Community College	1991-1992

Robert T. Finney II

SKILLS

ASSESSOR for Commission on Accreditation for Law Enforcement Agencies
ASSESSOR for Illinois Association of Chiefs of Police, Illinois Accreditation Assessment Services for
Chief Selection, Illinois Association of Chiefs of Police
Certified Chief of Police Illinois Association of Chiefs of Police
Controlled Expert Witness in Law Enforcement Policy
Policy and Procedure development and compliance Internal Affairs Management
Human Resource Management
Budget analysis and service impact
Security and Investigative management
Crime and Security reduction by Intelligence Led Policing
Procedural Justice Trained Department of Justice Community Oriented Policing

May 5, 2021

Human Resources
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821

To whom it may concern;

The purpose of this correspondence is to express my interest in the position of Criminal Justice Facility for Parkland Community College. I have worked in Law Enforcement for over thirty-eight years as well as provided consulting services for area agencies.

I look forward to further discussions with you about this position. I have also enclosed my resume for your review. You may contact me at _____ or email me at _____

Thank you for your consideration.

Sincerely;

R.T. Finney, MA,BA,CPC
Chief of Police-Ret.
Champaign, Illinois

Professional Experience

Company	Job Title	Position Dates	Responsibilities / Key Accomplishments
---------	-----------	----------------	--

Education

Institution	Degree	Degree in Progress	Highest Degree	Area of Study
FBI NATIONAL ACADEMY	Other	False	False	Law Enforcement Executive Development
MURRAY STATE UNIVERSITY	Other	False	False	Corrections
NORTHWESTERN ILLINOIS UNIVERSITY	Other	False	False	School of Staff and Command
UNIVERSITY OF WEST VIRGINIA	Other	False	False	Criminal Justice
UNIVERSITY OF ILLINOIS, Springfield	Bachelor's	False	False	Social Justice Professions
WESTERN ILLINOIS UNIVERSITY	Master's	False	False	Public Administration

Skills / Certifications

Skill / Certification	Type
Controlled Expert Witness	Skill - Advanced
Deputy Chief of Police	Skill - Advanced
Chief of Police	Skill - Advanced
ASSESSOR	Skill - Advanced
ASSESSMENT SERVICES FOR CHIEF OF POLICE SELECTION	Skill - Advanced
Controlled Expert Witness Policy	Skill - Advanced
Executive Director	Skill - Advanced
Senior Field Consultant	Skill - Advanced
LAW ENFORCEMENT CONSULTANT SERVICES	Skill - Advanced
Law Enforcement	Skill - Advanced
Investigative management	Skill - Advanced
Human Resource Management	Skill - Advanced
Chief Selection	Skill - Advanced
Budget analysis	Skill - Advanced

Total Applicant Score: 1/1

CSOD - Are you eligible to be lawfully employed in the United States?

Response

Yes

Result

[Correct]

[Question Score: 0/0]

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?

Response

No

Result

[Incorrect]

[Question Score: 0/0]

CSOD - Are you willing and able to perform all of the tasks required by the job you are applying for, as outlined in the job description?

Response

Yes

Result

[Correct]

[Question Score: 1/1]

In compliance with the Clery Act, Parkland College provides access to its Annual Campus Crime Statistic Reports which can be found at <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Public-Safety/Crime-Statistics> Select "Yes" if you understand that you may find the Annual Campus Safety Report at the above we address.

Response

Yes

Result

[Question Score: 0/0]

Policy 3.04 Employee-Family Member Conflict of Interest/Non-Fraternization states, "An employee shall not engage in supervisory, administrative, or teaching decisions directly involving a member of his/her household, or his/her immediate family, or individuals with whom he/she has a personal, non-professional relationship. Members of the immediate family are defined as mother, mother-in-law, father, father-in-law, foster parents, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, and sister-in-law." Please list any family members that currently are Parkland College employees?

Response

- ▮ This question was not answered.

Result

[Question Score: N/A]

In an effort to comply with SURS return-to-work restrictions for employers (40 ILCS 5/15-139.5), candidates for employment at Parkland College must either not be a SURS annuitant or must be willing to suspend their SURS annuity upon employment. This applies to all SURS annuitants except those receiving their annuity under either the Self-Managed Plan (SMP) or by lump sum payment. Are you a SURS annuitant?

Response

- ▮ No. I am not a SURS annuitant.

Result

[Question Score: 0/0]

All SURS annuitants, except those receiving/received their annuity under either the Self-Managed Plan (SMP) or by lump sum payment, must be willing to suspend their annuity upon employment. Are you willing to suspend your SURS annuity upon employment?

Response

- ▮ This question does not apply to me.

Result

[Correct]

[Question Score: 0/0]

Total Applicant Score: 0/0

How have you actively contributed to or supported diversity and inclusion in the workplace?

Response

- I have worked in recruitment and promotional advancement within my profession and consulted for companies that work specifically toward diversity and inclusion as recruitment tools.

Result

[Question Score: N/A]

In the space provided, please include the contact information of at least three professional references. List their full names, job title, organization, phone number, and/or email address. References must be professional and include at least one current or former supervisor. If a current or former supervisor is not listed as a reference, we reserve the right to contact them for a reference if you are selected as a finalist. We will not contact references before that.

Response

- Brendan Heffner Chief of Police 109 E. Olive Street Bloomington, Illinois 309.434.2350 bheffner@cityblm.org Dr. John Dively Clinical Assistant Professor 127 D Pullman Hall 475 Clocktower Dr. Southern Illinois University Carbondale, Illinois 62901 618.536.4434 jdively@siu.edu Terry Prillaman First Community Title Services, Inc 1101 W. Windsor, Suite B Champaign Illinois 61821 217.351.9940 tprillaman@fctitles.com Mayor Dave Mingus 100 South Main Street, East Peoria, Illinois 61611 309.698.4715 davemingus@cityofeastpeoria.com

Result

[Question Score: N/A]

How did you hear about our opening?

Response

Prescreening Questions

- Parkland Employee/Word of Mouth

Result

[Question Score: 0/0]

Disclaimer

INVESTIGATION AUTHORIZATION, UNDERSTANDING, & CERTIFICATION OF APPLICATION

By clicking on the 'Agree' button, I hereby certify to all of the following:

There are not any misrepresentations or false information in my application package (all submissions). I am aware that should investigations disclose such, my current and future applications may be disqualified, my name may be removed from all eligible lists, and I may be disciplined or discharged if I am a currently employed with Parkland College.

I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S.

I understand that I may be required to verify any and all information given on this application.

I understand that this completed application is the property of the Parkland College and will not be returned.

I understand that I must notify Parkland College Human Resources of any changes in my name, address, or phone number.

By signing this application, I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, including disciplinary reports, letters of reprimand, or other disciplinary actions. I also release Parkland College from all liability that might result from making an investigation.

Do you agree?

Response

Agree

Seeking a part-time instructor for *CJS 101: Introduction to Criminal Justice: history, development, philosophy, and constitutional aspects of the criminal justice system.*

Part-Time Faculty teach part-time, advise and mentor students. Hiring is done as needed based on enrollment. For more information regarding department programs & majors, visit www.parkland.edu/Main/Academics

Applicants must submit:

- An online Parkland College employment application
- Cover letter
- Resume or CV
- Copy of official transcript from the institution where you received your highest degree. *If hired, certified official transcript is required.*

Essential Job Functions:

- Performs professional duties in accordance with the established policies and procedures of the college.
- Provides classroom instruction in accordance with the stated philosophy, objectives, and established course outlines of the college.
- Informs students of course regulations, evaluation procedures, and other information pertinent to the course; prepares a course syllabus for each course and distributes it early in each term.
- Is available for student advising/mentoring.
- Maintains regular office hours to ensure availability for student consultation; provides assistance to students in a timely manner.
- Maintains accurate scholastic records of students; submits required reports on student progress according to published deadlines.
- Performs other duties as assigned by the department chair.

Minimum Requirements:

- Master's degree in criminal justice; or other master's degree in a related discipline with 18 graduate hours in criminal justice.
- Ability to learn the Parkland information system and new programs as technology changes.
- Must pass a pre-employment criminal background check with fingerprinting.

EMPLOYEE STATUS FORM

Current Date 8/3/21

ID #

Person's Position: Part Time Faculty

Change Reason: New Hire

Last Name: Finney

First Name: Robert

Middle Initial:

ETAX - EMPLOYEE TAXES

FICA - FICA MEDI - Medicare PENS IDES - IL Unemployment

BNDS - PERSONS BEN/DED

12 Month 9 Month Final Year FT Faculty Part Year

S Action Date 8/23/21 Select Action **E** **n**roll Date **S** **U** **R** **S** S802 8% SURS Tier 2

S Action Date Select Action **S** **U** **R** **S**

***** Action Date Action Retro Due

***** Action Date Action Retro Due

B Action Date Action Retro Due

A Action Date Action Retro Due

S Action Date Action Retro Due

***** Action Date Action Retro Due

***** Action Date Action Retro Due

V **O** **L** **U** **N** **T** **A** **R** **Y**
 Enroll Date Cancel Date Retro Due

Deduction Limit Insurance Amt Notes

Enroll Date Cancel Date Retro Due

Deduction Limit Insurance Amt Notes

Enroll Date Cancel Date Retro Due

Deduction Limit Insurance Amt Notes

Action Date Action Monthly Amt # Pays Due Retro Due

N **O** **T** **E** **S**
 New hire PT Fac SSHS 8/23/2021
 SURS and basic taxes noted
 CT 8/3/2021

Please type your entry.

Signed By _____

Send the original copy of completed form to the Payroll Office.



Checklists

✓ New hire PT Fac - Robert Finney

Completed on 08/11/2021 by Carrie Trimble



Add label

Bucket

To do

Progress

✓ Completed

Priority

• Medium

Start date

07/13/2021

Due date

08/23/2021

Notes

Show on card

PT Faculty: Criminal Justice Part-time Faculty
Supervisor: Isabel Scarborough/Shannon Bridges
Start Date: 8/23/2021




Checklist 16 / 16

Show on card

- (Staffing) Annual Plan request approved to hire
- (Staffing) Welcome email sent to new hire with instructions
- (Staffing) Background check initiated through Bushue
- (Staffing) Background received - clear
- (H) Sent New hire packet via DocuSign
- (H) I9 sent via tracker
- (H) New hire paperwork received
- (CT) Process new hire paperwork, create ESF
- (CT) FCTY
- (CT) New hire welcome email/pay category
- (CT) ESF to MNL
- (CT) Sent Accounts ACD email, copy chair

- (CT) Process new hire paperwork, create ESF
- (CT) FCTY
- (CT) New hire welcome email/pay category
- (CT) ESF to MNL
- (CT) Sent Accounts ACD email, copy chair
- (H) Transcripts received/sent to CT
- (CT) IASU - after transcript recieved
- (MNL) Add position in Colleague, add LEVS
- (CT) XHR1, OFFI
- Add an item

Attachments


- 
20210505FlattenedApp_826
https://parkland1.sharepoint.cor ...
 Show on card
- 
ESF RT Finney New hire.pdf
https://parkland1.sharepoint.cor ...
 Show on card
- 
Finney_Robert_EdVerificatio
https://parkland1.sharepoint.cor ...
 Show on card

Add attachment











Comments

Type your message here

Send


Carrie Trimble
August 11, 2021 3:10 PM
 Task "[New hire PT Fac - Robert Finney](#)." completed by Carrie Trimble


Carrie Trimble
August 10, 2021 10:35 AM
 Updated for XHR1 - MY, 2

-  Carrie Trimble August 11, 2021 3:10 PM
Task "[New hire PT Fac - Robert Finney](#)" completed by
Carrie Trimble
-  Carrie Trimble August 10, 2021 10:35 AM
Updated for XHR1 - MY, 2
-  Ishly Jimenez De Juan Tomas August 9, 2021 12:39 PM
OFT received placed into CT's inbox
-  Ishly Jimenez De Juan Tomas August 5, 2021 12:16 PM
I9 completed by KU on 8/4/2021
-  Carrie Trimble August 3, 2021 2:46 PM
MN per ED Verification for initial placement; XHR1
noted.
-  Ishly Jimenez De Juan Tomas July 29, 2021 3:47 PM
NHP Received
-  Ishly Jimenez De Juan Tomas July 29, 2021 11:18 AM
NHP and I9 sent
-  Jean Wichman July 28, 2021 9:43 AM
Staffing items complete; ready for new hire
paperwork
-  Jean Wichman July 13, 2021 12:31 PM
Task "[New hire PT Fac - Robert Finney](#)" assigned to
Ishly Jimenez De Juan Tomas
-  Jean Wichman July 13, 2021 12:31 PM
Task "[New hire PT Fac - Robert Finney](#)" assigned to
Melanie Lewis



Jean Wichman

July 28, 2021 9:43 AM

Staffing items complete; ready for new hire paperwork



Jean Wichman

July 13, 2021 12:31 PM

Task "[New hire PT Fac - Robert Finney](#)." assigned to Ishly Jimenez De Juan Tomas



Jean Wichman

July 13, 2021 12:31 PM

Task "[New hire PT Fac - Robert Finney](#)." assigned to Melanie Lewis



Jean Wichman

July 13, 2021 12:31 PM

Task "[New hire PT Fac - Robert Finney](#)." assigned to Carrie Trimble



Jean Wichman

July 13, 2021 12:31 PM

Task "[New hire PT Fac - Robert Finney](#)." assigned to Jean Wichman



Jean Wichman

July 13, 2021 12:26 PM

New Task "New hire PT Fac - Robert Finney" created



No Suggested files



Bushue Background Screening
 P.O. Box 89
 Effingham, IL 62401
 Phone: 217-342-3042
 Fax: 217-342-5653
 info@bushuebackgroundscreening.com

NOTICES

This report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report.

The agency providing this report will provide, when contacted by the consumer seeking a copy of this report or making a request to review his/her file with the agency, a written notice in English and Spanish setting forth the terms and conditions of his/her right to receive disclosures of information such as office hours, any charges for disclosures, identification required for the release of information, names of recipients of reports on the consumer, what assistance is available to the consumer in reviewing/understanding the information and similar instructions.

BACKGROUND REPORT

Requested: 7/13/2021 **Completed:** 7/14/2021 **Printed:** 7/29/2021
Prepared for: PARKLAND COLLEGE
Department: **Recruiter:** Jean Wichman
Prepared by: Bushue Background Screening
Name of Applicant: Finney, Robert **Applicant ID:**

EDUCATION

Complete	Western Illinois University	
	Applicant Supplied Info	Verified Info
Degree:	Master Of Arts	MASTER OF ARTS
Major:	Criminal Justice Adm	LAW ENFORCE & JUSTICE ADM
Graduation Date:	12/17/1988	12/17/1988
Student Number:		NA
Name on Diploma:	FINNEY II	
Comments:	This applicant's degree has been confirmed.	

Per your contract with Bushue Background Screening, you acknowledge that this report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records. Furthermore, you have agreed to comply with all FCRA, state, and local laws governing the confidentiality and dissemination of this information.

From: [Martha Jacobson](#)
To: [Isabel Scarborough](#)
Cc: [Jean Wichman](#)
Subject: RE: Question about part-time faculty hire
Date: Friday, November 5, 2021 1:34:11 PM

Good Morning Isabel,

You will need to submit a new annual plan request for this position. The one that was submitted in the Spring was fulfilled with the hiring of R. Finney and E. Lopez.

Once we have the approved annual plan, we will move forward with the onboarding process for Dustin.

Thank you,
-Martha

From: Isabel Scarborough
Sent: Thursday, November 4, 2021 3:24 PM
To: Martha Jacobson <MJacobson@parkland.edu>
Subject: Question about part-time faculty hire

Hi Martha,

It was nice talking to you yesterday. I'm writing because a part-time faculty candidate we interviewed late summer for Criminal Justice gave us the good news that he now has the availability to teach with us in the Spring. This is great news as we can't currently cover all the classes we offer in that discipline. I have the PT faculty position for Criminal Justice in the Annual Plan approved by Dr. Sutton, and he can send me his unofficial transcript so I can do his credential audit. Could you please advice on the next steps? We really would like to onboard him as soon as possible so he's in place to teach in January. FYI, his name is Dustin Heuerman. Thank you for any help you can give me on this!

Isabel

Isabel M. Scarborough, Ph.D.

Professor, Anthropology

Interim Chair, Department of Social Sciences

Parkland College

2400 West Bradley Avenue, Champaign, IL 61821

<https://works.bepress.com/isabel-scarborough/>

From: [Ishly Jimenez De Juan Tomas](#)
To: [Jean Wichman](#)
Cc: [Kaitlyn Uden](#)
Subject: RE: Robert Finney I-9
Date: Thursday, August 5, 2021 12:16:57 PM

Thank you, I have updated the planner task.

Ishly Tomas

ijimenez@parkland.edu

217-351-2220

today. tomorrow. together. 

HR Policies, Procedures & Resources: [Click Here](#)

Current Employment Opportunities: [Click Here](#)

From: Jean Wichman <JWichman@parkland.edu>
Sent: Wednesday, August 4, 2021 10:41 AM
To: Ishly Jimenez De Juan Tomas <IJimenez@parkland.edu>
Cc: Kaitlyn Uden <KUden@parkland.edu>
Subject: Robert Finney I-9

Ishly,

Robert Finney brought in his I-9 documents (Passport) this morning and Kaitlyn completed the Tracker document. I did not update the planner task, as I wasn't sure if there were other steps needed. So this is to let you know he came in and that part is completed.

Jean Wichman

Employment Coordinator

Human Resources

Parkland College

2400 West Bradley Avenue

Champaign, IL 61821-1899

She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)

Current Employment Opportunities: [Click Here](#)

From: [Jean Wichman](#)
To:
Cc: [Isabel Scarborough](#); [Shannon Bridges](#)
Bcc: [Kaitlyn Uden](#)
Subject: Parkland College—Background Check Follow-up
Date: Wednesday, July 28, 2021 9:52:00 AM

Hi Robert,

Human Resources received your background check results and you have been cleared for employment. To complete our new hire on-boarding requirements, please follow the next steps of our process that will be sent via email from DocuSign and Tracker.

Let me know if you have any questions.

Thanks,

Jean Wichman

Employment Coordinator
Human Resources
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821-1899
She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)

Current Employment Opportunities: [Click Here](#)

From: [Kaitlyn Uden](#)
To: [Isabel Scarborough](#)
Cc: [Shannon Bridges](#); [Jean Wichman](#)
Subject: RE: Criminal Justice part-time faculty hire
Date: Tuesday, July 13, 2021 9:19:02 AM

Hi Isabel,

Thanks for letting us know! I've copied Jean Wichman, part-time Employment Coordinator in HR to help kick-start the onboarding process.

Thanks,

Kaitlyn Uden, [SHRM-SCP](#)

Talent Specialist
Human Resources
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821-1899
She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)

Current Employment Opportunities: [Click Here](#)

From: Isabel Scarborough <IScarborough@parkland.edu>
Sent: Monday, July 12, 2021 3:18 PM
To: Kaitlyn Uden <KUden@parkland.edu>
Cc: Shannon Bridges <SHBridges@parkland.edu>
Subject: Criminal Justice part-time faculty hire

Good afternoon Kaitlyn,

Shannon Bridges--the Program Director for Criminal Justice--and I met earlier, and Social Sciences would like to hire Robert Finney as part-time faculty in CJS. Robert's materials are on file on Cornerstone. Could you please go ahead and begin the hiring process? FYI, we will be interviewing another couple of candidates next week and you will hear from us again then requesting to hire an additional person.

Thank you for all your help and please let me know if you need anything else from us!

Isabel

Isabel M. Scarborough, Ph.D.

Associate Professor, Anthropology

Interim Chair, Department of Social Sciences

Parkland College

2400 West Bradley Avenue, Champaign, IL 61821

<https://works.bepress.com/isabel-scarborough/>

From: [Jean Wichman](#)
To:
Cc: [Isabel Scarborough](#); [Shannon Bridges](#); [Kaitlyn Uden](#)
Subject: Employment at Parkland College--Next Steps
Date: Tuesday, July 13, 2021 12:19:00 PM

Hi Robert,

Welcome to your new position at Parkland College! Please note the next steps of the new hire/onboarding process to complete.

Criminal Background Check – Bushue Background Screening

- Due to the nature of your position, employment is contingent on passing a criminal background check with fingerprinting.
- You will receive an **email from Bushue Background Screening** with steps to schedule an appointment for fingerprinting.
- When asked the purpose of the background check, please select “UCIA”.
- Parkland will be billed directly and receive the results directly. You will not have to pay for anything.

New Hire Paperwork

You will receive two emails:

- Email 1: You will receive an **email from DocuSign** – this email will contain your new hire forms like tax forms and other required Parkland forms.
- Email 2: You will receive **an email from Tracker** – this email will contain the Form I-9 required for employment verification & eligibility; please complete Section 1 of the form electronically using the instructions provided by Tracker.
- Final Step: You will need to **schedule an in-person verification**:
 - Schedule an appointment to come to the Human Resources office to present your documentation for the Form I-9. Use this link to schedule a time:
<https://www.signupgenius.com/go/8050c4cabab28a2f85-onboarding>
 - Bring your required documents to the appointment. A list of acceptable documents is included in the new hire paperwork packet; all documents must be original and not expired; no copies allowed.
 - We are located in A116. Here is a link to our campus map:
<https://www.parkland.edu/Portals/3/Global/Media/Maps/parkingLotMap.png>

Please Note

- For part-time staff and student positions: When everything is received and processed on our end, you and your supervisor will receive an email from Payroll with permission to begin working and instructions on logging your hours for payroll. Payroll will also send you a pay cycle schedule.
- For academic part time faculty and instructor positions: Employees will receive a

category and payroll email with information from Human Resources.

- Community Education instructors should follow up with their department on next steps.

Please don't hesitate to reach out if you have any questions.

Thanks!

Jean Wichman

Employment Coordinator

Human Resources

Parkland College

2400 West Bradley Avenue

Champaign, IL 61821-1899

She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)

Current Employment Opportunities: [Click Here](#)

From: [Kaitlyn Uden](#)
To: [Jean Wichman](#)
Subject: RE: Education Verification Questions
Date: Wednesday, July 28, 2021 9:05:49 AM
Attachments: [image001.png](#)
[image002.png](#)

Yes, they can proceed. I'll show you how to save it separately tomorrow.

Kaitlyn Uden, [SHRM-SCP](#)

Talent Specialist
Human Resources
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821-1899
She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)
Current Employment Opportunities: [Click Here](#)

From: Jean Wichman <JWichman@parkland.edu>
Sent: Wednesday, July 28, 2021 9:04 AM
To: Kaitlyn Uden <KUden@parkland.edu>
Subject: RE: Education Verification Questions

Ok—so Faculty hires can proceed while Education verification is in progress.

And when you save the EDU verification, all I got when I followed the link was the usual Screening results page with the Education section added. Is that what you PDF? (I haven't done this before, so want to be sure.)

Jean Wichman

From: Kaitlyn Uden <KUden@parkland.edu>
Sent: Wednesday, July 28, 2021 9:01 AM
To: Jean Wichman <JWichman@parkland.edu>
Subject: RE: Education Verification Questions

Not the background report, only the EDU verifications. But yes please attached it to Planner.

Kaitlyn Uden, [SHRM-SCP](#)

Talent Specialist
Human Resources
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821-1899
She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)
Current Employment Opportunities: [Click Here](#)

From: Jean Wichman <JWichman@parkland.edu>

Sent: Wednesday, July 28, 2021 9:00 AM

To: Kaitlyn Uden <KUden@parkland.edu>

Subject: Education Verification Questions

For the next time you check email...

Should I be waiting on Ed Verifications from Bushue before I clear a new faculty on the planner task for new hire paperwork. I did not on Josh Urrutia, but thought I should ask while I'm thinking of it.

And when I get a result back (e.g. Robert Finney), should I pdf the background report and save it to the Planner task?

Bushue supplemental info for Robert Finney has been received.



info@bushuebackgroundscreening.com

To Jean Wichman

Reply Reply All Forward

Tue 7/27/2021 3:46 PM

External Email

Bushue ApplicantID

Robert Finney supplemental info has been received. View info at

<https://bkckxserve6.8f7.com/4DACTION/WebAppTextReport/202107133000189/0>

Reviewing/understanding the information and similar instructions.

BACKGROUND REPORT

Requested: 7/13/2021 Completed: 7/14/2021 Printed: 7/28/2021
 Prepared for: PARKLAND COLLEGE
 Department: Recruiter: Jean Wichman
 Prepared by: Bushue Background Screening
 Name of Applicant: Finney, Robert Applicant ID:

[View Disclosure and Authorization](#) Click the VIEW link to view Disclosure and Authorization

SUMMARY

SSN		Complete
Education	Western Illinois University	Complete
County Criminal	Effingham IL	Complete
County Criminal	Champaign IL	Complete
Nationwide Criminal	US Nationwide Criminal	Complete
Fingerprinting Service	Fingerprinting Service	Complete

SSN TRACE

Complete

Date Ordered: 7/13/2021 SSN #:
 Comments: The SSN Trace has been completed.

EDUCATION

Complete

	Western Illinois University	
	Applicant Supplied Info	Verified Info
Degree:	Master Of Arts	MASTER OF ARTS
Major:	Criminal Justice Adm	LAW ENFORCE & JUSTICE ADM
Graduation Date:	12/17/1988	12/17/1988
Student Number:		NA
Name on Diploma:	FINNEY II	
Comments: This applicant's degree has been confirmed.		

Jean Wichman
 Employment Coordinator
 Human Resources
 Parkland College
 2400 West Bradley Avenue
 Champaign, IL 61821-1899
She/Her/Hers

HR Policies, Procedures & Resources: [Click Here](#)
Current Employment Opportunities: [Click Here](#)

Date Ordered: 7/14/2021**Years:** 7**Comments:** No reportable records were found for the criteria given.**Complete****Court Type:** County Criminal**Location:** Champaign IL**Name Checked:** Finney, Robert**Date Ordered:** 7/13/2021**Years:** 7**Comments:**

No Reportable Records Found for the Criteria Given.

Complete**Court Type:** Nationwide Criminal**Location:** US Nationwide Criminal**Name Checked:** Finney, Robert**Date Ordered:** 7/13/2021**Years:** 7**Comments:** No reportable records were found for the criteria given.**FINGERPRINTING SERVICE****Complete****Category:** Fingerprinting Service**SUPPLEMENT 7/27/2021****Comments:**

This applicant's fingerprints have been submitted.

Per your contract with Bushue Background Screening, you acknowledge that this report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records. Furthermore, you have agreed to comply with all FCRA, state, and local laws governing the confidentiality and dissemination of this information.

Part time faculty hire in Criminal Justice

Completion Date:

FY 2022

Description:

The full-time faculty in Criminal Justice is retiring in May and a part-time faculty member is leaving Parkland after this semester. Because of this, there is a need for one or two part-time faculty to be hired for Criminal Justice courses for Fall 2021. We ask to open the part-time faculty pool for Criminal Justice.

Department:

Social Sciences and Human Services

Proposer:

Isabel Scarborough
iscarborough@parkland.edu

Person Responsible:

Isabel Scarborough
iscarborough@parkland.edu

Strategic Plan indicator:

A2 - Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Key Performance Indicators:

Completion Retention and Transfer

Type of Request:

Personnel - Part-time Faculty

Resources Needed:

Existing Budget
0
Grant/External Funds
0
Additional Needed
0
Total

