MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: September 28, 2022

POSITION VACANCIES

Classified
Accounts Receivable/Collection Technician (FT)
Accounting Technician/Disbursements (FT)
IT Trainer/Technical Writer (FT)
Mechanical Maintenance Technician (FT)
Program Assistant, PATH Program (FT)

Professional
Adult Education Coordinator (FT)
Application Developer (FT)
Financial Aid Outreach Specialist (FT)
IT Project Manager (FT)
Network Administrator (FT)
Program Navigator, PATH Program (FT)
Staff Training and Development Coordinator (FT)
Student Success Coach I – 2 (FT)
Truck Driver Training Specialist (FT)

Administrator
Director, PATH Program (FT)
Program Director, Industrial Maintenance and Electrical (FT)

Faculty
Accounting and Business Instructor (FT)
Computer Science Instructor (FT)
Welding Instructor (FT)

HIRES
Amanda Mendenhall Child Development Assistant 09/26/2022
RESIGNATIONS
Viki Bradley   Disbursements Manager   09/13/2022
Kathy Freeman  Adult Education Coordinator  08/31/2022
Caitlin Snodgrass  Accounting Technician   09/22/2022
Joseph Stanfield  Truck Driver Training Specialist  09/16/2022

PROMOTIONS
Yogesh Chauhan  Application Developer II   10/01/2022
Sierra Peterson  Program Navigator, WEI  08/29/2022
Shawn Floyd   Course Materials Coordinator  10/01/2022

TRANSFERS
Katie Elsenheimer  Program Assistant, WEI   08/29/2022
Austin Simpson  bookstore Stockroom Technician  10/01/2022

INTERIM ASSIGNMENT
Sarah Goodman, Accountant, has assumed additional responsibilities for the vacant Disbursements Manager position. This assignment will be effective September 1, 2022 and will continue until the position is filled. This assignment comes with a 15% adjustment to base pay.

SALARY GRADE ADJUSTMENT
The JDQ for Tera Spellbrink, Adjunct Employment Coordinator, was recently reevaluated due to a redistribution of management responsibilities resulting in additional duties added to her position. Her position is now placed in salary grade I with a title change to Human Resources Manager. The effective date is September 1, 2022.

The JDQ for Anna “Kat” Chamberlain, Financial Aid Processor, was recently reevaluated due to a reconfiguration of responsibilities in her position. Her position is now placed in salary grade G with a title change to Financial Aid Compliance Specialist. The effective date is August 16, 2022.