

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: February 28, 2024

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, Workforce Institute (FT)
Building Custodian (FT)
Child Development Assistant (FT)
Course Materials Coordinator - 2 (FT)
Webstore Technician (FT)

Professional

Application Developer I (FT)
Compliance and Prevention Coordinator (FT)
Early Childhood Education Advocate (FT)
Instructional Designer – 2 (FT)
IT Project Manager (FT)
Network Administrator (FT)
Police Officer (FT)
Student Success Coach I (FT)

Full-time Faculty

Instructor, Accounting
Instructor, Computer Science
Instructor, Nursing (2)
Instructor, Basic Nurse Assistant (2)
Instructor, Psychology
Instructor, Respiratory Care

PROMOTIONS

Megan Hallberg	Student Records Evaluator	03/18/2024
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HIRES

Channing Fullaway	Community Education Culinary Coordinator	03/04/2024
Diana Hobrock	Admissions Specialist	02/26/2024

RESIGNATIONS

Ernest Ashby	Course Materials Coordinator	02/15/2024
Tim Cunningham	IT Project Manager	02/29/2024

Cassandra Graun	Administrative Assistant to the Dean, EGHM	02/21/2024
Alan Pasley	Staff Training & Development Coordinator	04/30/2024
Alaina Tibbs	Child Development Assistant	03/01/2024

RETIREMENTS

Jennifer Meyer	Education Service Rep-LLCC Jacksonville	07/25/2024
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INTERIM ASSIGNMENTS

Samuel Penning, Systems Administrator III, will be taking on additional responsibilities for network administration on an interim basis while the current network administrator is on a leave of absence. This assignment will be retroactive to December 11, 2023 and continue until the network administrator's return. This assignment comes with a 10% of base pay stipend.

Jason Cinotto, Systems Administrator I, will be taking on additional responsibilities for network administration on an interim basis while the current network administrator is on a leave of absence. This assignment will be retroactive to December 11, 2023 and continue until the network administrator's return. This assignment comes with a 5% of base pay stipend.