

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: March 27, 2024

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, English & Humanities (FT)
 Child Development Assistant - 2 (FT)
 Course Materials Coordinator - 2 (FT)
 Enrollment Services Representative - 2 (FT)
 Program Assistant, Community Education (FT)
 Webstore Technician (FT)

Professional

Application Developer I (FT)
 Early Childhood Education Advocate (FT)
 Financial Aid Advisor (FT)
 Instructional Designer – 2 (FT)
 IT Project Manager (FT)
 Network Administrator (FT)
 Police Officer (FT)
 Staff Training and Development Coordinator (FT)
 Student Success Coach I (FT)

Full-time Faculty

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

NEW HIRES

Cherie Cockrell	Building Custodian	03/25/2024
Shelley Vaughan	Compliance and Prevention Coordinator	05/01/2024
Margarita Zinn	Program Assistant, Adult Education	03/01/2024

TRANSFERS

Afshin Ghafouri	Application Developer III	04/01/2024
Chelsy Lovelace	Admin Asst to the Dean, Workforce Institute	03/25/2024

RESIGNATIONS

Michael Baker	Program Assistant, Community Education	03/22/2024
Jacob Beaird	Research & Analytics Associate I	04/12/2024
Kenzie Chalifoux	Financial Aid Advisor	03/29/2024
Karli Saxer	Child Development Assistant	03/25/2024

RETIREMENTS

Elaine Higgason	Program Assistant, Accessibility Services	05/31/2024
-----------------	---	------------

INTERIM ASSIGNMENTS

Cheri Reardon, Bookstore Operations Manager, will be taking on additional responsibilities due to the vacancy of the Director, Campus Services position. This assignment is effective March 25, 2024 and will continue until the vacancy is filled. This assignment comes with a 20% of base pay stipend.