

## MEMORANDUM

### AGENDA ITEM IV.A.3.a

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** August 27, 2025

### POSITION VACANCIES

#### Classified

Administrative Assistant to the Dean, Natural & Agricultural Sciences (FT)  
Administrative Assistant, LLCC Western Region (FT)  
Building Custodian (FT)  
Child Development Assistant I (FT)  
Program Assistant, Workforce Institute (FT)  
Public Safety Assistant, LLCC Litchfield (PT)

#### Professional

Child Development Teacher (FT)  
Program Navigator, PATH (FT)  
Retention Specialist (FT)  
Student Success Advisor I (FT)  
Student Support Specialist (FT)  
Tutoring Coordinator (FT)

#### Administrator

Program Director, Diesel Technologies (FT)

#### Full-time Faculty

Instructor, Diesel Technologies

### NEW HIRES

Haywood, Joshua	Building Custodian	08/14/2025
Richey, Kevin	Public Safety Assistant, LLCC-Jacksonville	08/21/2025
Wilson, Abigail	Program Assistant, Student Engagement	09/02/2025

### TRANSFERS

Babbs, Amber	Program Assistant, Nursing	09/05/2025
Young, Carley	Student Records Specialist	08/14/2025

### PROMOTIONS

Quattlander, Katrina	Electronic Resources & Library Systems Mgr	08/18/2025
----------------------	--	------------

### RESIGNATIONS

Balster, Dayla	Program Assistant, Nursing	08/29/2025
Bryant, Mackenzie	Recruitment Specialist	08/22/2025
Taylor, Briana	Human Resources Associate	08/22/2025

**RETIREMENTS**

Glydewell, Anita

Child Development Teacher

09/30/2025

**RECISSION OF EMPLOYMENT**

Haritha Kajjam has withdrawn her acceptance of the IT Project Manager position.

**SALARY GRADE ADJUSTMENT**

The JDQ for Cathy Burke, Construction Support Specialist, was recently reevaluated due to increased responsibilities. Her position is now placed in salary grade G with a title change to Construction Operations Coordinator. This change is effective August 1, 2025.