

## **MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** September 24, 2025

### **POSITION VACANCIES**

#### **Classified**

Administrative Assistant, LLCC Western Region (FT)  
Building Custodian - 2 (FT)  
Child Development Assistant I - 2 (FT)  
Employment Specialist (FT)  
Human Resources Assistant (PT)  
Program Assistant, Workforce Institute (FT)  
Public Safety Assistant, LLCC Litchfield (PT)

#### **Professional**

Access and Outreach Coordinator (FT)  
Investigations Specialist (FT)  
Marketing Manager (FT)  
Retention Specialist (FT)  
Student Success Advisor I (FT)  
Tutoring Coordinator (FT)

#### **Full-time Faculty**

Instructor, Diesel Technologies

### **NEW HIRES**

Cornish, Whitney	Student Success Advisor I	10/06/2025
Cropp, Kiera	Student Support Specialist	09/22/2025
Heaton, Erinn	Admin Assistant to the Dean, NASC	09/22/2025

### **TRANSFERS**

Cochran, Darla	Enrollment Services Representative I	09/24/2025
Heffron-McKinney, Claire	Senior Student Success Advisor	09/08/2025

### **PROMOTIONS**

Beggs, Sarah	Recruitment Specialist	09/22/2025
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Gonzalez, Fabiola	Program Navigator, PATH	10/06/2025
Harling, Jordan	Child Development Teacher	10/01/2025

### **RETIREMENTS**

Tennikait, Elizabeth	Academic Success Professional	09/11/2025
Walbert, Greg	Graphic Design Manager	08/31/2026

### **RESIGNATIONS**

Green, Diane	Facilities Office Coordinator	09/30/2025
Hood, Carl	Building Custodian	10/01/2025
O'Brien, Johanna	Marketing Manager	09/25/2025

### **CHANGE IN HOURS**

Kellee Phillips, Student Care Coordinator, from 40 hours/week, 11 months to 32 hours/week, 11 months effective September 1, 2025.

Christine Hart-Foster, Parent Educator, from 40 hours/week, 12 months to 30 hours/week, 12 months effective October 1, 2025

### **SALARY GRADE ADJUSTMENT**

The JDQ for Alexis Rogers, Library Cataloging Specialist, was recently reevaluated due to increased responsibilities. The position is now placed in salary grade G with a title change to Cataloging Specialist and classification change to Professional. This change is effective September 8, 2025.

### **INTERIM ASSIGNMENTS**

Katrina Quattlander, Electronic Resources & Library Systems Manager, has taken on responsibilities under the vacant Access and Outreach Coordinator position. This assignment will be retroactive to August 18, 2025 and continue until the position is filled. This assignment comes with a 5% of base pay stipend.