

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: October 15, 2025

POSITION VACANCIES**Classified**

Building Custodian - 2 (FT)
Duplication & Mail Center Technician (FT)
Employment Specialist (FT)
Human Resources Assistant (PT)
Program Assistant, Workforce Institute (FT)
Property Control Technician (FT)
Public Safety Assistant, LLCC Litchfield (PT)

Professional

Investigations Specialist (FT)
Marketing Manager (FT)
Systems Administrator I (FT)

Full-time Faculty

Instructor, Diesel Technologies

NEW HIRES

Boualavong, Laura	Retention Specialist	10/16/2025
Dukett, Sophia	Child Development Assistant II	10/01/2025
Gruwell, Marcus	Student Success Advisor I	10/20/2025
Jones, Rachael	Administrative Assistant LLCC Western Region	10/06/2025
Kendall, Olivia	Child Development Assistant I	10/07/2025
Parton, Erin	Access & Outreach Coordinator	10/27/2025
Ulbricht, Clifton	Student Success Advisor I	10/20/2025
Weiss, Sadie	Tutoring Coordinator	10/27/2025

PROMOTIONS

Crouch, Haylee	Senior Student Success Advisor	10/13/2025
Smothers, Shelly	Senior Student Success Advisor	10/13/2025

RESIGNATIONS

Moore, John	Duplication & Mail Center Technician	12/19/2025
Mosley, Virginia	Program Navigator, PATH	10/17/2025

INTERIM ASSIGNMENTS

Debra Bell, Custodial Operations Supervisor, has taken facilities reservations responsibilities due to the vacant Facilities Office Coordinator position. This assignment will be effective October 1, 2025 and continue until the position is filled. Due to the significant workload, this assignment comes with a 10% of base pay stipend.