

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: March 25, 2026

POSITION VACANCIES

Classified

Human Resources Assistant (PT)
IT Support Specialist I - 2 (FT)

Professional

Advertising Manager (FT)
Radiography Skills Lab Professional (FT)
Student Care Coordinator (FT)
Student Success Advisor (FT)

Administrator

Associate Vice President, Student Success
Dean, The Learning Center
Director, Athletics
Program Director, Sonography

Full-time Faculty

Instructor, Basic Nurse Assistant
Instructor, Biology – 2
Instructor, Chemistry
Instructor, Computer Science
Instructor, Construction Technologies
Instructor, Diesel Technologies
Instructor, English
Instructor, Mathematics
Instructor, Welding

NEW HIRES

Rang, Ashley Adult Education Coordinator 03/23/2026

RETIREMENTS

Coet, Debra Academic Success Professional 03/31/2026

RESIGNATIONS

Duff, Charlie	Building Custodian	03/25/2026
Pippin, Kevin	Truck Driver Training Coordinator	03/20/2026

INTERIM ASSIGNMENTS

Bobbi Henry, Research & Analytics Associate III, will take on additional responsibilities coordinating institutional research activities and supervising staff with the retirement of Tricia Kujawa, Assistant Vice President, Institutional Research & Effectiveness. This assignment will be effective March 16, 2026, and continue until the vacancy is filled. This assignment comes with a 10% of base pay stipend.

Randi Riemann, Director-Accessibility Services, will take on additional responsibilities of the Associate Vice President, Student Success vacancy. This assignment will be effective March 23, 2026 and continue until the vacancy is filled. This assignment comes with a 5% of base pay stipend.

Kristin Booher, Director-Student Engagement and Wellbeing, will take on additional responsibilities of the Associate Vice President, Student Success vacancy. This assignment will be effective March 23, 2026 and continue until the vacancy is filled. This assignment comes with a 5% of base pay stipend.

Dr. Amanda Turner, Director-Student Success, will take on additional responsibilities of the Associate Vice President, Student Success vacancy. This assignment will be effective March 23, 2026 and continue until the vacancy is filled. This assignment comes with a 5% of base pay stipend.

SALARY GRADE ADJUSTMENTS

The JDQ for Nichole Coffey, Student Accounts Manager, was recently evaluated by the college's consultants for salary grade placement and alignment with other manager positions. The position is now placed in salary grade J. This change is effective March 16, 2026.

The JDQ for Tera Spellbrink, Human Resources Manager, was recently evaluated by the college's consultants for salary grade placement and alignment with other manager positions. The position is now placed in salary grade J. This change is effective March 16, 2026.