

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Position Vacancies and Hires  
**DATE:** May 27, 2020

**POSITION VACANCIES**

**Classified**

Testing Assistant (FT)

**Professional**

Nursing Skills Lab Professional (PT)  
Purchasing Manager (FT)

**Administrator**

Dean, Arts and Communication (FT)  
Dean, Mathematics and Computer Science (FT)  
Director, Apprenticeship Programming (FT)  
Director, Student Success (FT)  
Director, Adult Education and Literacy (FT)  
Chief of Police (FT)  
Program Director, Diagnostic Medical Sonography (FT)

**Faculty**

Nursing Instructor-3 (FT)  
Welding Instructor (FT)

**HIRES**

Sue Alexander	Adult Education Coordinator (FT)	5/1/20
Marybeth Hentrich	Adult Education Coordinator (FT)	5/1/20
Jeff Eason	Bookstore Stockroom Technician (FT)	5/18/20

**PROMOTION**

Shawn Floyd	Webstore Technician (FT)	5/18/20
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**RESIGNATION**

Carolyn Grafton

Research and Analytics Associate (FT) 6/30/20

**RETIREMENT**

Lisa Heyen

Adult Education Coordinator (FT)

5/31/20

**SALARY GRADE ADJUSTMENT**

The Job Description Questionnaire for Lindee Hall, Curriculum and Catalog Technician, was recently updated, and the position is now placed in salary grade G with a classification change to professional and title change to Curriculum Specialist. The effective date is May 18, 2020.

**CHANGE IN HIRE DATE**

Joel Dykstra, previously approved at the December 16, 2019 Board of Trustees meeting as Dean, English & Humanities effective May 26, 2020, started on May 18, 2020