

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Position Vacancies and Hires  
**DATE:** September 27, 2023

**POSITION VACANCIES**

**Classified**

- Administrative Assistant to the Dean, English & Humanities (FT)
- Child Development Assistant (FT) – 2
- Course Materials Coordinator (FT)
- Enrollment Services Representative (FT)
- Facilities Office Coordinator (FT)
- Information Technology Specialist (FT)

**Professional**

- Compliance and Prevention Coordinator (FT)
- Concurrent Enrollment Coordinator (FT)
- Curriculum Specialist (FT)
- Instructional Designer (FT)
- Marketing Manager (FT)
- Program Navigator, PATH (FT)
- Writing Center Specialist (FT)

**Administrator**

Dean, English & Humanities

**Full-time Faculty**

Integrated Media Design Instructor

**NEW HIRES**

Kaelyn Bormida	Employee Benefits & Retention Coordinator	10/09/2023
Michael Brown	Police Officer	09/20/2023
Rebekah Housman	Nursing Retention Specialist	09/18/2023
Andrew Veith	Building Custodian	10/02/2023

**TRANSFERS**

Calvin Walter	Facilities Reservations Technician	09/11/2023
---------------	------------------------------------	------------

**PROMOTIONS**

Lindsay Shelton	Program Navigator	09/18/2023
Carley Young	Retention Specialist	10/02/2023

**RESIGNATIONS**

Kathleen Jacoby	Police Officer	09/22/2023
-----------------	----------------	------------

**SALARY GRADE ADJUSTMENT**

The JDQ for Rhilee Cochran, Public Relations & Marketing Assistant, was recently reevaluated due to a reconfiguration of responsibilities. Her position is now placed in salary grade E with a title change to Communications Specialist. This change is effective September 18, 2023.

The JDQ for Misty Schierer, Graphic Design Specialist, was recently reevaluated due to additional website responsibilities. Her position is now placed in salary grade G with a title change to Graphic and Website Coordinator. This change is effective September 18, 2023.