

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: January 21, 2025

POSITION VACANCIES

Classified

Building Custodian - 2 (FT)

Professional

Application Developer I (FT)

IT Project Manager (FT)

Staff Training & Development Coordinator (FT)

Full-time Faculty

Instructor, Cardiovascular Sonography

NEW HIRES

Brittany Coggins	Adult Education Coordinator	01/06/2025
------------------	-----------------------------	------------

PROMOTIONS

Sarah Beggs	Enrollment Services Representative II	01/06/2025
-------------	---------------------------------------	------------

RESIGNATIONS

Whitney Brandenburg	Workforce Development Program Coordinator	01/31/2025
Rachel Jones	Program Assistant, Community Education	01/24/2025