

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** April 23, 2025

**POSITION VACANCIES**

**Classified**

Program Assistant, Nursing (FT)  
Property Control Technician (FT)

**Professional**

IT Project Manager (FT)  
Instructional Designer (FT)  
Police Officer (FT)  
Purchasing Manager (FT)  
Website & Social Media Writing Coordinator (FT)

**Administrator**

Director, LLCC Taylorville (FT)

**Full-time Faculty**

Instructor, Cardiovascular Sonography  
Instructor, Computer Science  
Instructor, Diagnostic Medical Sonography  
Instructor, Nursing

**NEW HIRES**

Loren Pettit	Police Officer	03/25/2025
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**PROMOTIONS**

Amber Babbs	Admin Asst, LLCC Western Region	04/28/2025
Chelsy Lovelace	Staff Training & Development Coordinator	05/12/2025
Lindsay Shelton	Student Care Coordinator	05/01/2025

**TRANSFERS**

Sarah Bruntjen	Donor Relations Coordinator	04/14/2025
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**RESIGNATIONS**

Sandra Chvala	Admin Asst to Dean, Health Professions	05/09/2025
Hannah Smith	Police Officer	04/19/2025

**SALARY GRADE ADJUSTMENT**

The JDQ for Tiffany Sunderlin, Athletics Program Specialist, was recently reevaluated due to a reconfiguration of athletics department responsibilities. Her position is now placed in salary grade G with a title change to Athletics Operations Coordinator. This change is effective May 1, 2025.

The JDQ for Katie McDannald, Administrative Assistant at LLCC Jacksonville, was recently reevaluated due to staffing changes, changing needs, and a reconfiguration of responsibilities at LLCC Jacksonville and Beardstown. Her position is now placed in salary grade G with a title change to Student and Community Engagement Coordinator. This change is effective May 1, 2025.