



May 18, 2009

## **M E M O R A N D U M**

**TO:** District Board of Trustees  
**FROM:** William D. Law, Jr., President  
**SUBJECT:** Human Resources Report

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### **Item Description:**

This item requests Board approval for personnel actions.

### **Overview:**

The College brings forth a request to approve Appointments, Separations, Drop Retiree Participants, and Contracts for Professional Services.

### **Salient Facts:**

Pursuant to College Policy 6Hx27:04-06, Personnel Actions, the President shall recommend personnel actions required for Board approval, including, but not limited to, appointments, contracts, salary adjustments, reclassifications, transfers, promotions, demotions, and separations. Although the President may initiate these actions prior to official action of the Board, such actions shall be considered temporary until approved by the Board at its regular meeting. Should the Board fail to approve an action as recommended; an employee will be paid only for days of service performed.

### **Past Actions:**

Personnel actions are taken to the District Board of Trustees monthly. The Board has not addressed this item previously.

### **Future Actions:**

No further activity on the part of the Board is necessary for this item.

**Funding/Financial Matters:**

This item is funded by the 2008-09 Operating Budget.

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Approve the report as presented.

## **Original Appointments – TCC**

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Brandi Kay Elliott  
Learning Commons Specialist/Communications  
Academic Support Programs  
April 27, 2009

## **Reappointments - TCC**

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John Norris  
From: Assistant Plant Operations Director  
To: Physical Plant Director  
Plant Operations  
April 1, 2009

## **Separations – TCC**

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Angela M. Holden  
Cashier  
Financial Aid  
Resigned – April 28, 2009

Julanne L. Rutten  
Foundation Alumni Relations Coordinator  
Foundation  
Resigned – April 30, 2009

William Danny Shuler  
Counseling Specialist  
Student Success Center  
Resigned – April 15, 2009

## **Original Appointments – Contracts/Grant Funding**

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Thomas Cordi  
Executive Director  
Sustainable Tallahassee, Inc.  
April 20, 2009

Sandra McGehee  
Teacher Aide  
Department of Corrections  
April 9, 2009

Lance Kerwin  
Software Applications Coordinator  
CCLA  
April 10, 2009

Honastasia White  
Staff Assistant I  
DOH/Children's Medical Services  
April 10, 2009

Lamenica Jackson  
Staff Assistant I  
Talent Search  
April 10, 2009

Senovia Williams  
Program Specialist  
Talent Search  
April 10, 2009

### **Separations – Contracts & Grants Funding**

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Hakan Atar  
Postsecondary Assessment Coord.  
DOE/NES Educational Assessment  
Resigned – April 22, 2009

Austin D. Nixon  
Law Enforcement Liaison  
DOT – Traffic Safety Institute  
Dismissal – April 24, 2009

Ellen B. Burger  
Administrative Assistant  
DOE/ESE Assessment Support  
Resigned - April 17, 2009

Emory W. Susar  
Postsecondary Assessment Coord.  
DOE – Educational Assessment  
Resigned – April 16, 2009

Michael L. McCaskill  
Hazardous Substances & Emergency Events Coordinator  
DOH – Staffing Services  
Resigned – April 10, 2009

Michelle L. Silva  
Administrative Assistant  
DOT – Traffic Safety Resource Prosecutor  
Non-renewal of Contract - March 31, 2009

### **DROP Retiree Participants – All Employees**

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Ethel Guinyard  
Professor  
Academic Support  
DROP: 5/1/2009 – 4/30/2014

Kent Taylor  
Senior Custodian  
Plant Operations  
DROP: 5/1/2009 – 4/30/2014

### **Contracts for Professional Services/Special Projects**

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Eden Brock  
Assistant Softball Coach  
Athletics  
January 1 – February 28, 2009

Morris Hanley  
Workshop Coordinator  
College Success  
March 1 – April 20, 2009