May 18, 2009

MEMORANDUM

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Human Resources Report

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

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

Reappointments - TCC

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

Separations – TCC

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

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

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

Ethel Guinyard
Professor
Academic Support

Kent Taylor
Senior Custodian
Plant Operations

Contracts for Professional Services/Special Projects

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

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