




November 21, 2011

**MEMORANDUM**

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, 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 regularly scheduled meeting. Should the Board fail to approve an action as recommended; an employee will be paid only for the 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 2011-2012 Operating Budget.

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Approve the report as presented.

## **Original Appointments - TCC**

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Larry Bourdeau  
Criminal Justice Instructional Coord For Law Enforcement  
FPSI/PTLE  
October 31, 2011

Terry Grabill  
Staff Assistant I  
Administrative Svcs/Campus Police  
October 17, 2011

Karen Hand  
Distance & Virtual Svcs Counseling Specialist  
Enrollment Svcs/Student Success/Student Affairs  
October 24, 2011

David Hendry  
Chief, Campus Police  
Campus Police  
October 17, 2011

Hannah Houston  
Cashier  
Financial Aid  
October 17, 2011

Rayshan Knight  
Public Safety Officer  
Campus Police  
October 31, 2011

Krista Millender  
Counseling Specialist  
Enroll Svcs/Student Success/Disability Support  
Svcs/Student Affairs  
October 17, 2011

Robert Mixson  
Advance & Specialized Instructional Coord  
FPSI/PTLE  
October 24, 2011

## **Separations - TCC**

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Cynthia Dupont-Jones  
Academy Business Manager  
FPSI  
Dismissed  
October 25, 2011

## **Original Appointments - Contracts & Grants Funding**

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Tammy Barton  
Science, Tech, Engineer, & Mathematics (STEM) Coord  
DOE/RTTT/Public Schools  
October 3, 2011

Shawana Elwood  
Program Specialist  
Talent Search Project/FPSI  
October 19, 2011

Denise McInnis  
Administrative Assistant II  
DOE/RTTT/Division of Accountability,  
Research & Measurement  
October 17, 2011

Kimberly Pippin  
Great Teachers & Leaders Program Specialist IV  
DOE/Public Schools/Educator Quality/RTTT  
October 7, 2011

William Hart  
Program Coordinator, Mine Safety  
FL Mine Health & Safety Training Program  
October 1, 2011

Phillip Stewart  
Program Specialist  
Talent Search Project/FPSI  
October 24, 2011

### **Separations - Contracts & Grants Funding**

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Brenda Ferris  
Executive Office Manager  
CCLA  
Ending DROP  
October 31, 2011

Robert Macko  
Technology Purchasing Assistant  
CCLA  
Ending DROP  
October 31, 2011

Brittaney Johns  
Office Manager  
Enrollment Svcs  
Resigned  
October 19, 2011

Suleyman Olgar  
Post-Secondary Assessment  
DOE-Post Secondary Assessment  
Resigned  
October 24, 2011

Latoria Lundy  
Administrative Secretary  
DOE/RTTT  
Dismissed  
October 28, 2011

### **Reappointments - All Employees**

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Doris Please  
Sr. Enrollment Clerk  
Academic Advisor (Dual Enrollment Coord)  
Enrollment Svcs  
October 3, 2011

Melissa Scalzi  
Learning Commons Specialist  
Distance Learning Student Svcs Coord  
Center for Distance Learning  
October 18, 2011

### **Outside Employment**

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Tamika Bass  
Accountant  
DOE/Comptroller/RTTT  
FL Division of Elections  
Poll-worker

Dennis O'Leary  
Applications Software Developer  
CCLA  
ITT Technical Institute  
Instructor

Meghan Hauptli  
Data Coach  
Contracts/Grants  
FL DOE/RTTT  
Instructor

James Smart  
Assoc. Professor  
Science & Math  
Carnegie Foundation  
Writing Online Course Materials

Meghan Hauptli  
Data Coach  
Contract/Grants  
Impact  
Instructor

Felicia G. Williams  
Postsecondary Assessment Coord  
DOE  
FSU  
Graduate Student Teaching

Santiago Molina  
Assistant Professor  
Science & Math  
Leon County Schools  
Coach

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

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Jessica Byler  
Forensics Team Assistant  
Communications/Humanities  
September 26, 2011 – December 16, 2011

Ruben Lovins  
Musician for Zombie Prom Production  
Communications/Humanities  
October 1, 2011 – October 25, 2011

Linda Coons  
Gear Up Coach (Palatka High School)  
DOE-GEAR Up  
October 12, 2011 – June 30, 2012

Kent W. Peacock  
Musician: Zombie Prom Production  
Communications/Humanities  
October 1, 2011 – October 15, 2011

Adrian Dixon  
Athletic Trainer  
Campus Life  
October 17, 2011 – December 8, 2011

Kwame Ross  
African Drum & Dance Choreographer  
Communications/Humanities  
October 13, 2011 – April 30, 2012

Alexa Fuentes  
Forensics Team Assistant  
Communications/Humanities  
September 26, 2011 – December 16, 2011

Christopher S. Seepersaud  
Musician: Zombie Prom Production  
Communications/Humanities  
October 1, 2011 – October 15, 2011

Gregory S. Jones  
Assistant Baseball Coach  
Athletics  
September 1, 2011 – April 30, 2012

Taylor Vaughan  
Choreographer: Zombie Prom Production  
Communications/Humanities  
October 1, 2011 – October 15, 2011

Melinda Leoce  
Musician for Zombie Prom Production  
Communications/Humanities  
October 1, 2011 – October 25, 2011