



November 16, 2009

## MEMORANDUM

**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 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 2009-2010 Operating Budget.

### Staff Resource:

Teresa Smith

### Recommended Action:

Approve the report as presented.

### **Original Appointments – TCC**

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Brittnee Barfield  
Cashier  
Financial Aid  
October 5, 2009

Jennifer Sabatelli  
Staff Assistant I  
Science & Math  
October 5, 2009

Emily Clark  
Orientation Coordinator  
Enrollment Services  
October 1, 2009

### **Reappointments – TCC**

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Terry Folsom  
From: Staff Assistant II  
To: Executive Assistant I  
Student Affairs  
October 26, 2009

Felicia Williams  
From: Counseling Specialist  
To: Career Services Counseling Specialist  
Academic Affairs  
October 1, 2009

### **Separations – TCC**

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Nancy McKissock  
Professor  
Heath Care Professions  
DROP Ended – October 31, 2009

Natalie Y. Sneed  
Staff Assistant II  
Human Resources  
Dismissal – October 8, 2009

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

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Juan Cardona  
Law Enforcement Liaison – Grade 1  
DOT - Law Enforcement Initiative  
October 12, 2009

Terrius Greene  
Program Assistant  
DOT - Law Enforcement Initiative  
September 28, 2009

Larry Coggins, Jr.  
Law Enforcement Liaison – Grade 1  
DOT - Law Enforcement Initiative  
October 12, 2009

Karla Johnson  
GEAR UP Coach  
DOE – GEAR UP  
October 26, 2009

Amy Gent  
Special Education – Teacher Aide  
DOE - Independent Schools & Parental  
Choice  
October 20, 2009

Doris Vidrine  
Special Education – Teacher Aide  
DOC - Program Services/Education  
October 22, 2009

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

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Thomas Condi  
Executive Director  
Sustainable Tallahassee  
Resigned – September 30, 2009

Joanne Parrish  
Contract Coordinator  
DOH - Staffing Services G2  
Resigned – October 1, 2009

Gary Evans  
System Administrator  
DOH – Staffing Services F9  
Resigned – July 14, 2009

Tracy Wade  
Environmental Health Preparedness Training &  
Exercise Coordinator  
DOH - Staffing Services G2  
Resigned – October 1, 2009

Nancy Leiva  
Planning Coordinator  
DOH - Staffing Services G2  
Resigned – October 1, 2009

Josie R. West  
Transportation Disadvantaged Specialist  
Transportation Disadvantaged  
Non-renewal of contract – October 31, 2009

Carolyn Mahdi  
Administrative Assistant  
Transportation Disadvantaged  
Non-renewal of contract – October 31, 2009

Jennifer Williams  
Hazards & Vulnerability Planning Coordinator  
DOH - Staffing Services G2  
Resigned – October 1, 2009

## **Drop Retiree Participants – All Employees**

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Gayle Fisher  
Professor  
Academic Support  
October 1, 2009 – September 30, 2014

Ron Rackley  
Custodial Shift Supervisor  
Plant Operations  
October 1, 2009 – September 30, 2014

Mary Wolfgang  
Community Contract Consultant  
Adult & Continuing Education  
October 1, 2009 – September 30, 2014



## Contracts for Professional Services/Special Projects

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John Asbury  
Assist with Forensics Team  
Communications & Humanities  
September 17, 2009 – November 16, 2009

Shu-Kree Cha-Jua  
OPS - Adult Education Instructor  
Center for Workforce Development  
September 20, 2009 – September 23, 2009

Irene Ford  
Adult Education Instructor  
Center for Workforce Development  
September 20, 2009 – September 23, 2009

Donald Green  
Instructor  
Center for Workforce Development  
August 25, 2009 – October 16, 2009

Curlis Knowles  
Adult Education Instructor  
Center for Workforce Development  
October 2, 2009 – October 2, 2009

Rick Lollar  
Musician – RENT Production  
Communications & Humanities  
October 15, 2009 – October 30, 2009

Julie Moss  
Voice Recorder  
Communications & Public Information  
June 1, 2009 – July 30, 2009

Nikela Parker  
OPS – Adult Education Instructor  
Center for Workforce Development  
September 20, 2009 – September 23, 2009

John Parks  
Musician – RENT Production  
Communications & Humanities  
October 5, 2009 – October 30, 2009

Etta Payne  
Assist with Sunshine Access Points  
DOE – CLASP  
July 1, 2008 – October 1, 2009

Tim Peck  
Musician – RENT Production  
Communications & Humanities  
October 5, 2009 – October 30, 2009

Candace Rayam  
OPS – Adult Education Instructor  
Center for Workforce Development  
September 20, 2009 – September 23, 2009

David Turner  
Director of Deathtrap Production  
Communications & Humanities  
October 1, 2009 – October 30, 2009

Clint Wells  
Assist with Sunshine Access Points  
DOE – CLASP  
January 30, 2009 – August 31, 2009

Brian Wilson  
Musician – RENT Production  
Communications & Humanities  
October 5, 2009 – October 30, 2009

James Wright  
Theatre Stage Hand  
Communications & Humanities  
September 6, 2009 – December 18, 2009