

BOARD MEETING DATE: August 20, 2024

ITEM: IX- B

RECOMMEND that the District Board of Trustees for North Florida College approves the Employee Classification changes as outlined in the attached memorandum.

ATTORNEY REVIEW STATUS: N/A - Informational Item

THIS RECOMMENDATION: fills vacant positions with internal applicants and reclassifies employees based on institutional needs.

August 20, 2024

MEMORANDUM

To: Members, District Board of Trustees

From: John Grosskopf, President

**SUBJECT: EMPLOYEE SERVICES
RECOMMENDATIONS**

It is recommended that the District Board of Trustees approve the changing of Michelle Wheeler from Career Staff to Business Administration Faculty 9 Month.

EDUCATION

A.A./A.S	Associate Degree	North Florida College Madison, FL
B.A./B.S	Business Administration	St. Leo University Madison, FL
M.A./M.S	MBA	Louisiana State University Shreveport, LA

RELEVANT EXPERIENCE

Executive Assistant to the President	North Florida College, Madison, FL	2019-Present
Library Technical Assistant	North Florida College, Madison, FL	2013-2015
Creative Director/Merchandiser	Johnson and Johnson, Madison, FL	2006-2011
Office Manager	Schoelles and Associates, Madison, FL	2004-2006
CAD Manager	ASA Engineering & Surveying, Inc. Valdosta, GA	2000-2004