



# HUMAN RESOURCES NEWS BRIEF



Lamar University / Lamar Institute of Technology Newsletter

May 2016

## TRADING PLACES

If you've come by the Human Resources Office in the past few weeks, you may have been redirected to find the person you came to see. For better service alignment, some HR team members swapped offices. None of our phone numbers have changed, just the offices.

Please make a note of the new locations below:

### HR MAIN BUILDING:

**Cathy Blanchard**  
Associate Vice President  
(409) 880-8375/Ofc #105

**Jeff Bell**  
HR Director  
*Emp Relations, Training & Benefits*  
(409) 880-2215/Ofc #101B

**Brenda Dixon**  
HR Compliance Officer  
*Title IX, Training & Emp Relations*  
(409) 880-8373/Ofc #103

**Carolina Bryan**  
HR Specialist  
*Leave & Workers' Comp*  
(409) 880-7373/Ofc #104

**Cynthia Walker**  
Benefits Manager  
*Benefits, Retirement*  
(409) 880-2257/Ofc #100

**Jackie Smith**  
HR Specialist  
*Benefits, Retirement Assistance*  
(409) 880-1780/Ofc #102

**Lorelei Alfred**  
HR Assistant  
*Document Imaging*  
(409) 880-2206/Lobby

### HR ANNEX BUILDING:

**Dindy Robinson**  
HR Director  
*Compensation & Employment*  
(409) 880-2208/Ofc# 104

**Ebony Minix**  
HR Specialist Sr  
*Personnel, PR Actions*  
(409) 880-8973/Ofc #105

**Jacqueline McCue**  
HR Specialist  
*Staff Employment*  
(409) 880-2212/Ofc #107

**Terri Jones**  
HR Specialist  
*LU Faculty & LIT Faculty/  
Staff Employment,  
Immigration*  
(409) 880-7375/Ofc #102

**Donna Franklin**  
HR Specialist  
*HRIS Coordinator, Vet's  
Preference, Communications*  
(409) 880-2213/Ofc #103

**Sandra Stringer**  
HR Assistant, Sr.  
*Project Coordinator, Internal  
Dept. Accounting, Onboarding*  
(409) 880-7893/Ofc #106



## EMERGENCY NUMBERS

**Police Dept**  
(409) 880-8311

**Discrimination  
and Misconduct  
Concerns**  
(409) 880-8375

## THANKS FOR HELPING WITH HR'S OFFICE MOVES:

We'd really like to thank the terrific people from IT and Facilities who helped us with our move: Bobby Bryant, Kim Nguyen, Wendy Hickman, Randall Solis, Shane Jenkins, Steve Carpenter and Sam Bridgeman.



**DID YOU KNOW?**  
**SPINDLETOP STAFF ARE ACTUALLY LAMAR EMPLOYEES**

### In This Issue:

- Pg 1 - Human Resources Moves and Special Thanks
- Pg 2 - Inside Information on Hiring Process & Summer Benefits Enrollment
- Pg 3 - HR Important Dates and Announcements
- Pg 4 - Sick Leave Direct Donations
- Pg 5 - Veteran's Employment Preference
- Pg 6 - HR Projects
- Pg 7 - Lamar Remembers and Compliance Requirements
- Pg 8- LU Adjunct Instructors and New Hires
- Pg 9 - LIT Adjuncts Instructors and New Hires and LIT News



# **“INSIDE” INFORMATION ON HIRING PROCESS!**

## **PEOPLEADMIN OFFERS INTERVIEW QUESTION BANKS!**

Have you wondered about those questions at the end of the job application process?

PeopleAdmin allows hiring managers to insert questions that highlight top candidates as well as identify those who do not meet minimum requirements.

When you are submitting a job for posting, please request support with screening questions.

If you are applying for a job, answer all questions carefully and thoroughly.

### **Verification of employment:**

Candidates for director level positions and above must have previous employment history verified. HR will arrange verification.



## **ELECTRONIC PERFORMANCE EVALUATIONS COMING SOON!**

- Better achieve the University's strategic goals.
- Better encourage personal, professional and career development.
- Better recognize and reward meritorious performance.
- Better foster employee productivity.

## **AUTOMATED ONBOARDING COMING SOON!**

### **I. Electronic onboarding system**

#### **I. Coming soon from PeopleAdmin**

- Easy-to-use employee portal:
  - ◊ New hire documents available for completion before start date.
  - ◊ Employee can view and complete insurance information and other benefits paperwork.
  - ◊ New hire compliance training available.
- Simple onboarding workflows:
  - ◊ Customized workflow for each position type.
  - ◊ Separate workflow for international employees.
  - ◊ Documents sent automatically through workflow for approval.
  - ◊ Secure document storage:
  - ◊ Safeguard important documents and records in employee folders.
- User-friendly reports and dashboards:
  - ◊ See at a glance where each form and/or document is.
  - ◊ Identify bottlenecks
  - ◊ Electronic approval
  - ◊ Checklists to easily identify completed and/or outstanding items.

# New Locations for **NEW HIRE ORIENTATION**

HR hasn't just moved our people, we are also exploring other venues for New Hire Orientation. We have had some very positive experiences with orientations held in the Multipurpose Center at LIT. We also have held them since the April 1st Orientation in the Elvis Mason Room in the Rudy Williams Building at the John Gray Center. The new rooms are more spacious than the HR Annex Training Room, and allows for better visibility for the presentation. Orientations are typically held on the 1st and the 15th.



## **ANNOUNCEMENT**

### **BACKGROUND CHECKS FOR CAMP WORKERS**

Texas Administrative Code Title 25, Part 1, Chapter 265, Subchapter B Rule 265.12 requires that an annual criminal background check be conducted on any paid or unpaid staff member working at the camp BEFORE the staff member has unsupervised contact with children at the camp.

- Requires that an annual background check using a sex offender database for each adult staff member and each adult volunteer be conducted before unsupervised contact with children.
- Security release form MUST be completed for any paid or unpaid staff member who will have contact with the children at the camp—including current LU employees.
- Must have the form at least 1 week before the start of camp to ensure we have time to conduct the check.

For more information, contact Brenda Dixon.

## **SUMMER BENEFITS ENROLLMENT**

This year, Summer Enrollment (SE) will run from July 11 to August 12. Agencies and institutions will be assigned one of four two-week phases during which their employees and retirees under age 65 should make enrollment changes. We will let you know which phase your agency has been assigned in a future edition of Update-express.

### **REMEMBER TO UPDATE YOUR INFORMATION IN ERS**

Life is all about change, so please remember to update your mailing addresses, emails or phone numbers online by **5 p.m. on May 31, 2016.**

Employees can make updates any time of the year, but they must do so by May 31 to receive important Summer Enrollment material and information at their current addresses. They should:

1. Go to the ERS website and click the Access My Account button at the top.
2. Enter usernames and passwords (or create an online account in five easy steps).
3. Click the appropriate link under My Personal Information.

Follow the steps to make changes.

## SICK LEAVE DIRECT DONATIONS DONOR AND RECIPIENTS

### Sick Leave Donors

- Employees who wish to donate sick leave to another employee will complete the Sick Leave Direct Donation – Donor Form and submit it to Human Resources.
- An employee is not required to be in a leave-accruing position at the time a donation is made, but will need to have sufficient hours to cover the donation.
- A donor may donate any amount of his or her available sick leave accruals to an eligible recipient.
- **IMPORTANT:** Tax implications - in accordance with Internal Revenue Service policy, unless a medical emergency applies, the cash value of donated sick leave is includable in your (the donor's) gross income and will be treated as wages for employment tax purposes with such wages being considered a lump-sum payment subject to 25% income tax, Medicare, and applicable social security withholdings.
- **NOTE:** Once sick leave is donated it will no longer be your property and may not be returned to the donor if the recipient is unable to use the donated sick leave. Donated sick leave may not be paid to the Estate, donated to sick leave pool or transferred to another employee.

### Sick Leave Recipients

Employees may receive hours if they:

- are in the same agency as the donor;
- have exhausted all of their sick leave accruals;
- have exhausted any previously donated hours they received; and
- have exhausted the full allocation of hours from the sick leave pool.

### Sick Leave Direct Donations

**DID YOU KNOW?**  
**SICK LEAVE MAY BE DONATED TO  
INDIVIDUAL EMPLOYEES IN CERTAIN CASES**

## SICK LEAVE DIRECT DONATIONS

Individual employees may voluntarily donate sick leave hours to another employee as authorized by House Bill 1771. A sick leave donation to another employee should not be confused with a donation to the Sick Leave Pool.

This leave benefit is another option to assist those who have exhausted their available sick leave to remain in a paid leave status and allow them time off to recover from an illness or injury. Employees may also use donated sick leave to care for eligible family members. Sick leave use eligibility.

### General Information

Employees may use donated hours for several reasons, including 1) during the 160-hour waiting period for sick leave pool purposes, 2) after the employee has exhausted his or her pool benefit, and 3) for less catastrophic conditions which do not rise to the level of the need for sick leave pool hours.

Donated sick leave will be used in accordance with sick leave regulations, with the exception that donated hours cannot be used for retirement credit. An employee may not provide or receive remuneration or a gift in exchange for a donation.

Sick leave donations will be considered a taxable event to the donor unless the situation qualifies as a medical emergency pursuant to IRS guidelines. For sick leave donation purposes, a medical emergency is defined as "a major illness or other medical condition that requires a prolonged absence from work (40 hours), including intermittent absences that are related to the same illness or condition". Donations not qualified as medical emergencies will have the cash value of the donated sick leave included in gross income of the donor, and will be treated as wages for employment tax purposes. Such wages will be considered a lump-sum payment and subject to 25% income tax, Medicare, and applicable social security withholdings. Individuals making a donation are encouraged to consult a tax advisor.



### Sick Leave Donation Transactions

Upon full completion of the Sick Leave Direct Donation – Donor Form, the form should be submitted to Human Resources for review of the donation request and confirmation of eligibility. Following approval of the donation, Human Resources will provide the Sick Leave Direct Donation – Recipient Form to the recipient for completion along with a request for the appropriate medical certification to determine qualification for medical emergency.

Approved sick leave donations will be processed by Human Resources deducting sick leave hours from the donor's account and adding the donation to the recipient's donated sick leave. A confirmation notice will be sent to the HR Liaison/Leave Administrator for each respective department. Human Resources will notify a department to make the necessary transactions if another leave database is utilized by the donors' or recipients' department.





## WHO'S ELIGIBLE FOR VETERAN'S EMPLOYMENT PREFERENCE?

1. A veteran qualifies for a veteran's employment preference if the veteran (a) served in the Army, Navy, Air Force, Coast Guard, or Marine Corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended; the Texas military forces as defined by Section 437.001; an auxiliary service of one of those branches of the armed forces; and (b) was honorably discharged. Auxiliary services are noted as the women's units (WAF, WAC, WM, and WAV).

2. A veteran's surviving spouse who has not remarried qualifies for a veteran's employment preference if the veteran was killed while on active duty.

3. A veteran's orphan qualifies for a veteran's employment preference if the veteran was killed while on active duty.

In order to receive Veteran's Employment Preference, applicants must provide verification documents at the time of application.

## Veteran's Employment Preference

### DID YOU KNOW? CERTAIN QUALIFYING VETERANS, SPOUSES & ORPHANS HAVE EMPLOYMENT PREFERENCE

**VETERAN'S EMPLOYMENT PREFERENCE**  
**6/1/16: EFFECTIVE FOR ALL NEW POSTINGS LIT & LU**  
**9/1/16: EFFECTIVE FOR ALL POSTINGS FOR LIT & LU**



We are committed to providing employment preference to veteran applicants who meet minimum qualifications for the position to which they apply. This does not mean we are required to hire veterans over any candidate; it means that if an eligible veteran's assessment is equal to or higher than that of a non-veteran, the veteran has preference.

New employment practices will be phased in during the summer to comply with the requirements of Senate Bill 805, Section 657.003, which requires State agencies to give Veteran's Employment Preference in employment and retention. Below are the new employment guidelines for Veteran's Employment Preference (VEP):

1. All job postings will state that we offer Veteran's Employment Preference.
  2. VEP Documents will be added as an optional document type to every job posting.
  3. Every job posting will include a question asking whether or not the candidate is claiming VEP. Candidates who claim VEP will be informed that they must upload the necessary document at the time of application. Documents must be uploaded for VEP to be granted.
  4. A new matrix with columns for VEP will be made available on the HR website.
    - a. Before selecting candidates for interview, departments must download this form and input their own matrix criteria items and points.
    - b. Departments must then send the matrix to Donna Franklin in HR. Note: The matrix does not include candidates at this point. It only includes the criteria and the points for each.
  5. HR will convert the matrix points to a 100 point scale.
  6. HR will pull the applicants names from the posting and insert them into the matrix. HR will insert the applicants' names into the matrix and apply VEP Points, if any.
  7. Departments must select for interview the candidates with the highest scores, VEP points inclusive.
  8. Departments will be required to include individuals who qualify for VEP in their interview pool under the following guidelines:
    - a. Veterans must meet the MQ's for the job. If no veterans meet the MQ's, they do not need to be included in the interview pool.
    - b. If the interview pool consists of 6 or fewer individuals, at least one of those individuals must be one qualified for VEP (assuming s/he meets the MQ's).
- If interviewing more than 6 individuals, 20% of interviewed must qualify for VEP.

## EXAMPLES FOR SELECTING INTERVIEWEES

**Example 1:** Ten candidates apply for a position. Two claim Veteran's Employment Preference (VEP). One of the VEP candidates meets the minimum qualifications. The other does not. The department wants to interview 3 candidates. One of the candidates must be the VEP candidate who meets the MQ's.

**Example 2:** Twelve candidates apply for a position. Three claim VEP. None of the VEP candidates meets the MQ's. The department does not need to interview any VEP candidates.

**Example 3:** Thirty candidates apply for a position. Six claim Veteran's Employment Preference and meet the MQ's. The department wishes to interview 10 applicants. Two of the applicants must be VEP candidates.

Scenario: (This will be used for the next two examples. The specific details about the candidates will change but the scores will not.)

Ten candidates apply for a position. Two claim VEP. Below are the candidates' scores on the matrix after the VEP points have been applied:

- |       |        |
|-------|--------|
| 1) 56 | 6) 85  |
| 2) 78 | 7) 81  |
| 3) 96 | 8) 90  |
| 4) 89 | 9) 88  |
| 5) 94 | 10) 90 |

**Example 4:** If Candidates 3 & 5 are the VEP candidates, the department must interview 4 candidates: 3, 5, 8 & 10: 3 & 4 have the highest scores on the matrix 8 & 10 are tied for the 3<sup>rd</sup> highest score.

**Example 5:** If Candidates 1 and 9 are the VEP candidates, the department must interview 3 candidates: 3, 5, & 9: 3 & 5 have the highest scores on the matrix. 9 is the VEP candidate with the highest score.

# HR PROJECTS

*Human Resources has developed the following plan for progress in the coming months. Projects were drawn from diverse sources including Lamar University's Strategic Plan, the need for administrative efficiency, feedback from the LU community, federal and state legislative requirements, and our own ability to deliver change at a responsible pace.*

Paperless transaction for the entire staffing process.	Goal: Summer 2016. Electronic approvals, job descriptions, open position posting, resumes, screening, offers, background check, references and progress tracking.	Status: We are in the planning stages.
Job Descriptions Online	Goal: Summer 2016. We want to fill in the library of job descriptions from previous postings and your files. The ones we cannot find will be written and added to the file. All will be searchable in the Lamar HR Web pages.	Status: We are identifying which job descriptions are missing and will contact the departments for copies.
Staff Performance Evaluations, Online process.	Goal: Summer 2016 Customize the competencies for each job Employee writes self-evaluation Gather input from key stakeholders Focus on developmental progress Each employee evaluated, annually	Status: We are in the planning stages.
Classification/ Compensation Update	Goal: Fall 2016. Review of groups of positions for internal and external comparison to job market. Revise LU salary structure after internal, external salary market comparisons. Review with LU Classification/Compensation Committee. Address above/below salary range anomalies at LU.	Status: Market comparisons are being conducted.
Communication (two way) and reporting	Newsletter- will be a scorecard for progress Surveys- participating in "Best University Work Place" Survey, Spring 2016. Focus Group(s) where appropriate will act as sounding boards for possible changes. Campus Announcements – periodic email updates Workshops and online training will be provided where needed to facilitate change.	Status: Newsletter being issued quarterly. Survey completed with 19% participation. First Facilitators meeting held with second meeting scheduled for May.
Policy Review	Goal: end of calendar year 2016. Assess need for update of HR policies; develop plan with milestones; preview plans with stakeholders.	Status: In progress.
Process Review	Goal: Summer 2016. Review Banner HR functionality via external consultants; develop plan and milestones for changes to what Banner does for us.	Status: External consultant visit completed. Written report delivered.
Employment and promotion preference to Veterans.	See page one of this newsletter. Now incorporating into screening matrix.	Status: To be implemented this summer.
Change to Fair Labor Standards Act, in regard to definition of jobs to be considered exempt from Overtime regulations.	This federal change is pending. More information will be forthcoming when the Department of Labor's announcement is public.	Status: Waiting for the DOL announcement.
Voluntary Donation of Sick Leave from one state employee to another, within the same agency.	More information will be forthcoming in the next newsletter.	Status: Forms developed. More information to come.

# Lamar Remembers...

## Sherri Fitzgerald

*Sherri was the very example of a Cardinal and Council member. When there was a need, Sherri was there. She gave so much of her time and her heart to Lamar. She was a truly remarkable woman.*

*Sherri loved Lamar with such passion. Especially Athletics, that was her love. She always made sure we knew when the games were for all sports. And she was at almost every game, working and cheering. I can hear her telling me all the funny stories of her adventures while working the events. She truly loved the game and the students.*

*"Sherri from the Library", as she affectionately referred to herself, will be truly missed. There will never be another Sherri. She was an extraordinary person, a wonderful colleague, a true Cardinal, and most importantly, a great friend.*

*~Diann Brodnax, Lamar University, Beaumont, Texas*



## MANDATORY EMPLOYEE TRAINING

All employees must take Compliance training. This includes full-time and part-time employees, student workers and research/teaching assistants and volunteers. Volunteers working with the Lamar University 2016 Summer Camps must complete the Child Protection Training prior to camp start date.

### Employees are required to take compliance training:

- when first hired (new hire training must be completed within 30 days of hire).
- once a year (refresher/annual training).
- when a change in the regulations has occurred.

### Training

- Child Protection Training – (new hire and every two years)
- Title IX Training (new hire and annually)
- EEO – Equal Employee Opportunity Training (new hire and every two years)

*It is required (State Law - Chapter 21, Section 21 Texas Labor Code) that employees take this course within 30 days of employment, and follow it with a refresher course every 2 years.*

### To take the training:

- Title IX Training and Child Protection Training are assigned as Blackboard courses.
- EEO – Equal Employee Opportunity Training is located on the Human Resources web <http://facultystaff.lamar.edu/human-resources/training.html>

**If you encounter problems, please call the Human Resources Department at 409-880-8375.**



# LAMAR UNIVERSITY EMPLOYEES

## ADJUNCT INSTRUCTORS

Aguilar, Amanda R.	Kibbe, Tina M.
Aguirre, Ryan J.	Killgo, Jay C.
Alexander, Katrina S.	Kim, Tae H.
Allison, Amanda L.	Knapp, Jennifer A.
Arnold, Lauri D.	Linsley, Judith W.
Avery, Angeliqueca E.	Long, Natalie M.
Azios, Michael	Love, James J.
Babineaux, Justin D.	Mahan, Janice M.
Baker, Katherine O.	Malley, Wendi S.
Benson, Jack D.	Matthis, Rose A.
Booth, Kara N.	Mizener, Gary
Broome, Mark C.	Montgomery, Jason W.
Broussard, Willie J.	Moore, Mary J.
Busceme, Gregory J.	Morales-Velez, Maria D.
Butler, Kristina R.	Nelson, Nan V.
Byers, Beth A.	Nikuze, Scholastique
Carona, Ken M.	O'Connor, Robert J.
Cathey, Kristyn H.	Odom, Kathleen S.
Chiou, Peen P.	Ortego, Robert P.
Cobb, Joshua S.	Owen, Cissie J.
Comer, Brandy L.	Papillion, Richshalla L.
Cook, Deborah D.	Paul, John W.
Courmier, Sharon M.	Pirnie, Christopher D.
Crenshaw, Cory J.	Pitman, Dana D.
Drake, Regina O.	Pratt, Jonathan C.
Dueppen, Abigail J.	Price, Brandon J.
Durso, Cassandre R.	Reena, Ismatara
Eikenberg, Babette M.	Robertson, Robert
Ellis, Susan L.	Sanchez, Florinda R.
Fakhravar, Amir A.	Shah, Karika D.
Feldhausen, Scott D.	Shoefstall, Sherri L.
Fontenot, Dale R.	Smith, Leigh G.
Fontenot, Virginia L.	Smith, Saundra B.
Freeman, Barry A.	Soularie, Crystal C.
Friesz, Greg D.	Stelly, Karen S.
Gallaspy, Elizabeth A.	Svyeshnikova, Nataliya
Garza, Andrew L.	Swandollar, Mary E.
Gay, Alaina P.	Tang, Wanwei W.
Getwood, Melvin G.	Thompson, Darin L.
Gillespie, Brian G.	Toups, Tammy K.
Gomez, Victor D.	Tucker, Carla M.
Gregory, Susan G.	Underdown, Damon R.
Haines, Yvonne B.	Vasefi, Seyedeh M.
Harakeh, Ali T.	Virgilio, James G.
Hatfield, Sarah E.	Waddill, James
Hawa, Jeremy J.	Wagers, Stacey L.
Hays, Jacqueline D.	White, Michelle
Heald, Russell W.	Wilbur, Christina A.
Hoffer, Wesley R.	Williams, Beverly J.
Isadore, Jennifer L.	Wilson, Twana B.
Jaycox, Linda A.	Winfield, Asha S.
Kerr, Gregory V.	Winslow, Anne F.

## LU NEW HIRES

Since March 1, 2016

NAME	HOME ORGANIZATION
Adams, Ryan	Athletics Graphics Design
Akram, Khalid L.	Enterprise Services
Alexander, Joanna H.	Police Department
Biassou, Jean	Police Department
Bryant, William R.	IT Micro Computer Support Services
Cortez, German F.	Athletic Video
Darcy, Daniel J.	Strength Training
Evans, Tabitha R.	Purchasing
Fontenot, Shayla R.	Educational Leadership
Guy, Jeffery E.	Academic Services
Harrison-Stevenson, Sherry	Police Department
Havens, Judith L.	Undergraduate Advising Center
Hester, Wendy E.	Associate VP Facilities Management
Hicks, Shannon A.	Student Health Center
Hollier, Ryan L.	Custodial Services
Hopkins, Dolores J.	Counseling and Special Populations
Johnson, Clemenstine	Police Department
Jones, Christine M.	College of Engineering
Jones, Evie M.	Associate Controller
Kuester, Michelle	Athletics Volleyball
Leverett, Megan N.	Recreational Sports
Litchfield, Ryan P.	College of Engineering
Lovelady, Erin K.	College of Engineering
Mannino, Gina A.	College of Education & Human Devel
Martin, Nehemiah J.	Police Department
McDonald, Kirsten L.	Higher Education Partnership
McFarland, Mary A.	Dean Education & Human Development
Nixon, Lisa M.	College of Education & Human Devel
Roark, Eric B.	Football
Sapp, Herman L.	Grounds Maintenance
Schmidt, Carrie L.	Undergraduate Advising Center
Simmons, Brandi V.	Academic Services
Simpson, Johnny L.	Small Business Development Center
Smith, Mark	Facilities Management
Smith, Michelle J.	Associate Controller
Stelly, Caroline K.	Center for Academic Success
Tezeno, Dedric D.	Grounds Maintenance
Trahan, Leah A.	Academic Services
Wadee, Alfred Kwabena	Civil Engineering
Winzer, Kristin K.	Marketing & Communicaitons





# LAMAR INSTITUTE OF TECHNOLOGY EMPLOYEES

## LIT ADJUNCT INSTRUCTORS

Alford, Nathaniel J.	Culbertson, Patricia A.	Keith, Lindsay D.	Nantz, William	Sweat, Raymond T.
Adams, Michael T.	Culp, Thomas P.	Kuehn, Adam L.	Neal, Bryan K.	Thompson, Jeffrey B
Barnes, Joshua D.	Dorsey, Monica K.	Landry, Cynthia L.	Nwankwo, Ngozi K.	Thornton, Griselda
Boland, Deena M.	Facey, Barrington H.	LeBlanc, James E.	Peyton, Carole L.	Toups, Melanie L.
Bradley, Clyde W	Flosi, Alicen B.	Lewis, Alex T.	Porter, Jackson L.	Waidley, Michael H.
Brown, Rickie L.	Garrett, Coya A.	Lindley, Neil E.	Richard, Kimberly A.	West, Samantha I.
Browning, Tami K.	German, Terri A.	Marsh, Gregory B.	Ridley, Sarah E.	White, John C.
Carpenter, Dave S.	Giglio, Sam C.	McKinney, Angela C.	Roark, David L.	Wiggins, Robert E.
Celeste, Renee T.	Grass, Connie J	Mendoza, Kristina Marie	Sedoruk, Henry M.	Williams, Roland M.
Childs, William G.	Grass, James R.	Mires, Nicholas B	Shaw, Arthur D.	Willis, James L.
Cobb, Bonnie S.	Griffin, Richard P.	Monceaux, Alex D	Smith, Roberta L.	Wilson, Mary T.
Courmier, Sharon M.	Harris, Regina L.	Moore, Bobby A.	Spooner, Denise W.	Winfield, Asha S.
Cross, Deborah L.	Kees, Arthur A.	Moulton, Irma L.	Stewart, Sean P.	Young, Fay E.

## LIT NEW HIRES

Since March 1, 2016

### NAME

Hawsey, Allyson  
Hoffpauir, Chastyne  
Jackson, Lindsey  
Richard, Kathy

### HOME ORGANIZATION

Special Events  
Technology Services  
Public Information  
Facility Maintenance



## DR. LONNIE L. HOWARD

NAMED SOLE FINALIST IN

## LIT PRESIDENTIAL SEARCH



"Dr. Howard brings more than 20 years of experience in higher education to LIT, but he also brings a wealth of life experience - as a first-generation college student and the beneficiary of a technical college education—that make him an outstanding fit for the institution," said Chancellor McCall. "I want to thank Regent Bill Scott and members of the presidential search committee for their time and effort, which resulted in a successful search." Howard is set to succeed President Paul Szuch, who is retiring after 10 years of LIT service.

## DR. PAUL SZUCH IS RETIRING!

Thank you  
for the  
10 years  
of service  
to LIT,  
President  
Szuch!



## Human Resources

Main HR Number: (409) 880-8375

Facsimile Number: (409) 880-8464

Annex Building's Fax: (409) 880-7464

Post Ofc Box 11127, Beaumont, TX 77710

1030 Jim Gilligan Way (aka Florida), Beaumont, TX 77705