

# MEMORANDUM

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To: Central Nine Governing Board  
From: Dr. David Edds, Director  
Date: March 10, 2016  
RE: Personnel Recommendations:

1. Janise Stone, Career Pathways Specialist has agreed to take on additional duties of the Student Services Coordinator, Karin Graves, while she is on an unpaid leave so that she may teach in China. Ms. Stone will cover during the time period of February 29, 2016 to May 3, 2016. Ms. Stone will receive the additional amount of \$32.95 per day for 37 days for the additional compensation of \$1,219.15.