

**CARL SANDBURG COLLEGE**

**Board of Trustee Meeting**

**Regular Meeting – April 26, 2007**

**Item**            5.5    Employment of Coordinator of Accounting Services

**Institutional Focal Points/Goals**

II–D, V-E

**Background**

Due to the vacancy in the position of Coordinator of Accounting Services, the College advertised the position internally and externally, per college policy, attracting nine applications. A committee of Dr. Lori Sundberg, Vice President of Administrative Services; Ms. Lisa Blake, Chief Financial Officer; Ms. Lisa Hanson, Director of Financial Aid; and Ms. Patti Admire, Accounts Payable Clerk; interviewed five candidates. The committee recommends the employment of Ms. Beth Kunkle.

Ms. Kunkle is a seven year employee of Carl Sandburg College, and for the past five years worked as a Grant/Accounting Technician.

**Recommended Action**

The Administration recommends the Board of Trustees authorize the employment of Ms. Beth Kunkle, Coordinator of Accounting Services (union exempt), reflecting Mid-Management, Level IV, Address 0, at an annual salary of \$26,800, prorated, effective May 1, 2007.