

CARL SANDBURG COLLEGE

Board of Trustees Meeting

Regular Meeting – June 28, 2007

Item 5.5 Resignation of Administrative Assistant at The Branch Campus

Institutional Focal Points/Goals

II-B & C, V-F

Background

Ms. Sue Harms has been employed in her current capacity at Carl Sandburg College since July 1, 2006. She submitted her letter of resignation effective June 29, 2007. Sue became an important part of the staff of The Branch Campus during her short tenure and will be greatly missed. She has accepted a position as an Information Technology Coordinator with the West Prairie School District.

Recommended Action

The Administration recommends the Board of Trustees accept the resignation of Ms. Sue Harms, effective June 29, 2007.