

CARL SANDBURG COLLEGE

Board of Trustees Meeting

Regular Meeting – July 26, 2007

Item 6.1 Employment of Administrative Assistant at The Branch Campus

Focal Points and Goals

B-3, E-6

Background

Due to the resignation of the Administrative Assistant at The Branch Campus in June, the position was advertised internally and externally, per college policy, and attracted 19 applications. A selection committee consisting of Ms. Debra Miller, Dean of Extension Services, Ms. Linda Thomas, LRC Attendant at the Branch Campus, and Ms. Susan Rice, Risk Management/Accounting Technician, interviewed six candidates.

The committee recommends the employment of Ms. Marcy Gresham. Ms. Gresham was employed at The Branch Campus as a work study student from December 2003 to May 2006 prior to earning her Associate of Arts degree at Carl Sandburg College.

Recommended Action

The Administration recommends the Board of Trustees authorize the employment of Ms. Marcy Gresham, Administrative Assistant at The Branch Campus (union eligible), reflecting Clerical, Level II, Address 0, at an annual salary of \$17,400, prorated, effective August 1, 2007.