

**Carl Sandburg College**  
**Board of Trustee Meeting**  
**Regular Meeting – October 25, 2007**

**Item**            5.6    Employment of Second Shift Security Guard

**Focal Points and Goals**

A-2, B-2, E-5

**Background**

The interview team of Mr. Larry Byrne, Director of Business Services, Ms. Connie Thurman, Director of Human Resources, and Mr. Doug Ray, Coordinator of Environmental Services/Security, reviewed 25 applications for the position of Second Shift Security Guard and interviewed 8 applicants.

We would recommend Mr. Matthew Mitchell be hired for the position of Second Shift Security Guard. Mr. Mitchell comes to us from Henry C. Hill Correctional Facility where he worked for 20 years and retired from. His family is from the Cameron area where he helped farm and attended school. All of his references were quite high in his performance, work habits and pride in his work.

**Recommended Action**

The Administration recommends the Board of Trustees authorize the employment of Mr. Matthew Mitchell, Second Shift Security Guard (union eligible), reflecting Physical Plant, Level I, Address 2, at an annual salary of \$18,150, prorated, effective November 1, 2007.