

CARL SANDBURG COLLEGE
Board of Trustees Meeting
Regular Meeting – October 25, 2007

Item 11 Security Supervisor

Focal Points and Goals

B-4, E-3

Background

At its regular meeting held October 26, 2006, the Board of Trustees entered into a Closed Session in accordance with the Open Meetings Act for the purpose of considering the College's emergency security procedures. In Open Session, the Board of Trustees subsequently approved the addition of two (2) full-time weekend Security Guards to the staff at the campus in Galesburg.

This adjustment contributed to the College's ability to provide Security Dispatch and Switchboard Communications 24/7 on a year round basis.

Other recent enhancements to our district-wide Security Program include:

- ◆ Evening supervision at The Extension Center,
- ◆ I/T Security Audit,
- ◆ Facility Security Audits,
- ◆ Classroom Emergency Guides,
- ◆ Installation of Defibrillators,
- ◆ Closed Circuit Monitoring System.

Currently, the Coordinator of Environmental Services (first shift) supervises the College's district-wide Security and Custodial Programs. This includes a Custodial Supervisor on third shift at the Galesburg campus.

Following many years of individual administrative team members taking turns as the Night Duty Administrator (second shift); the College consolidated this responsibility into the (new) Dean of the Learning Resources Center (LRC), resulting in this position working a "split-shift" schedule.

Given the College's commitment to effectively responding to an evolving array of security challenges, the Administration believes the time has come to employ a full-time Security Supervisor position on second shift at the Galesburg Campus. Reporting to the Coordinator of Environmental Services, this position will absorb the Night Duty Administrator responsibilities, thus enabling our Dean of the LRC to return to a traditional work schedule (8 a.m.-5 p.m.). This will also enhance the security qualifications of staff on-site during our second shift, during which a significant member of students and employees are on campus.

Recommended Action

The Administration recommends that the Board of Trustees authorize the employment of a new (second shift) full-time Security Supervisor effective January of 2008 in accordance with the attached Job Description.