

CARL SANDBURG COLLEGE

Board of Trustees Meeting

Regular Meeting – May 22, 2008

Item 6.1 Employment of Coordinator of Institutional Research

Focal Points and Goals

A-1 & 2; B-2 & 3; D-1 & 2; F-2 & 3

Background

This position was advertised internally according to CSC procedures with nine applications received. Of those applications, only one applicant possessed all of the required components. An interview team of Dr. Connie Thurman, Director of Human Resources; Ms. JoAnne Miller, Data Information Manager; Mr. Samuel Sudhakar, Vice President of Administrative Services; and Dr. Lori Sundberg, Vice President of Academic Services; interviewed and selected Ms. Nancy Spencer to fill the position.

Ms. Spencer is the current Student Information Specialist for the Title III grant and has several years experience in data collection and analysis through her position here at the College as well as a position she held at Pekin Community High School where she served as the assistant to the superintendent. She was responsible for reporting to Illinois State Board of Education as well other state agencies. In addition, Ms. Spencer worked for an assisted living facility where she was also responsible for data collection and state reporting. She has considerable experience in the use of databases and more specifically query builder in Datatel. Nancy has experience in working with federal grants and has contributed to a major grant when she worked for the Pekin Community High School. Ms. Spencer possesses a Bachelor of Arts degree from Western Illinois University and is a certified teacher. She has worked as an adjunct instructor for the College in Business and Technology Lab.

Recommended Action

The Administration recommends the Board of Trustees authorize the employment of Ms. Nancy Spencer as the Coordinator of Institutional Research(union eligible), reflecting a Mid-Management, Level IV, Address 2, at an annual salary of \$29,000, effective July 1, 2008.