

Special Electronic Board Meeting on Hiring a Temporary Office Assistant
April 4, 2019

Attending:

Lynn Cardiff
Robin LaMonte
Gloria Holland
Christine Ertl
Julie Warnke
Benjahmin Boschee
John Prohodsky
Joanne Manson

Background:

In early April 2019, the hiring team (Craig Rowland, Patrice Pollard, Cecilia Craig, Sam Scales and Lynn Cardiff) interviewed 11 people from a field of 41 for the temporary Office Assistant position. The committee recommends that UUCS hire Jo Sweeney for the position. Jo has a bachelor's degree in fine art and is currently a personal assistant doing all the tasks we need here. She was co-chair of her Phi Beta Kappa chapter. She is knowledgeable and comfortable with many forms of technology including what we use here. She has experience working with people with disabilities and varying economic levels.

The UUCS Board convened an electronic meeting via email.

Robin moved and it was seconded that the UUCS Board approve the hiring of Jo Sweeney into the temporary Office Assistant position. The motion carried with 1 no vote.