

September 20, 2007

08-012

COMMENDATION OF RETIRING EMPLOYEE –
JANET SMITH

PREPARED BY:

Human Resource Department Staff

APPROVED BY:

Dr. Preston Pulliams, District President

REPORT:

Jan Smith has performed faithfully in her duties as a Part Time Clerk/Word Processor, Part Time Bookkeeper, Accountant, Senior Accounting Clerk, Accountant I, Contracts Accounting Lead, Accountant II, Supervisor/Contracts and Grants Accounting, and Manager/Contracts and Grants Accounting for Portland Community College since August 27, 1979. She retires effective September 30, 2007.

RECOMMENDATION:

That the Board commend her for her service to Portland Community College and wish her well in her retirement years.