
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Kent Conference Center Receptionist Position

Submitted by: Kevin Philipps

Date: 7-17-2023

Recommended by: Kevin Philipps

Board Meeting Date: 7-24-2023

RECOMMENDATION:

The addition of 1.0 FTE Receptionist position for the Kent Conference Center

BACKGROUND:

Administration recently renegotiated its lease with Central Michigan University at the Kent Conference Center. With the new agreement, CMU will be reducing the amount of space it leases, including all space on the lower level of the building, as well as the receptionist area on the main level.

As we start the new school year, the lower level conference room space is expected to be utilized more by Kent ISD staff for professional development and other meetings. Additionally, we have recently moved Kent ISD staff into offices at the conference center (CareerPrep 2030 & Career Readiness). Due to the expected increase in utilization of the conference space, as well as locating Kent ISD staff in the building, we are requesting the addition of a receptionist at the conference center to assist coordination of meetings, support Kent ISD staff working in the building, and greet guests who enter the building. Once this position is filled, the current part-time position supporting rentals of the lower level will be phased out.

The receptionist position will be funded by the Career Technical Education Fund.

Please let me know if you have any questions.

KP/kg

Attachment