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RECEIVED AND PLACED ON FILE - BOARD OF
TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 2, 2010

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**CE STUDENTS LAND JOBS WITH HELP OF COORDINATOR
TRUMAN COLLEGE**

THE CHANCELLOR

REPORTS that Anna Pointer, who completed Continuing Education's Medical Administrative Assistant program, and Allison Smeltzer and Leah Sheehan, who completed the Medical Billing and Coding program, have been hired by Accretive Health, a company providing medical billing services; and

that CE Coordinator Meredith Murphy reached out to students and instructors to determine interest level and suitability, administered a typing test, and reviewed resumes; and

that after forwarding student resumes, Ms. Murphy followed up with Accretive to discuss suggestions to improve student knowledge and skills and referred all students to CE's resume writing and interviewing skills class to ensure future success; and

that Truman now has an unpaid internship agreement with Accretive to take students who are not quite done with the program, giving them the opportunity to move from internship to paid position upon completion.

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

December 2, 2010