

Board of Trustees Agenda Item

Board Meeting Date: February 1, 2010

Title of Item:

Personnel Items

Background and Analysis:

Name: **David Barney**
Position: Faculty
College: De Anza College
Division: Creative Arts
Action: **24% load reduction as per Article 18 for the next ten years**
Effective Date: AY 2010-2011

Name: **Mike Brandy**
Position: Interim Chancellor
College: Central Services
Division: Chancellor's Office
Action: **Interim Appointment**
Effective Date: January 1, 2010 through February 15, 2010

Name: **Juanita Cordero**
Position: Faculty
College: De Anza College
Division: Social Sciences
Action: **50% load reduction as per Article 18 for the next ten years**
Effective Date: AY 2010-2011

Name: **Sue Gatlin**
Position: Division Dean
College: Foothill College
Division: Physical Education & Human Performance
Action: **Retirement**
Effective Date: July 1, 2010

Name: **Jack Lynch**
Position: Instructor
College: De Anza College
Division: Business and Computer Systems
Action: **End Interim Dean assignment and return to faculty position**
Effective Date: January 1, 2010

Name: **Eloise J. Orrell**
Position: Interim Vice President
College: Foothill College
Division: Instruction & Institutional Research
Action: **Interim Assignment**
Effective Date: January 11, 2010 through June 30, 2010

Name: **Walter Scott**
Position: Library Coordinator
College: Foothill College
Division: Library
Action: **Retirement**
Effective Date: December 31, 2009

Name: **Randolph Splitter**
Position: Faculty
College: De Anza College
Division: Language Arts
Action: **Amend to 60% load reduction as per Article 18 for AY 2009-2010
and 50% load reduction as per Article 18 for AY 2010-2011**
Effective Date: AY 2009-2010 and AY 2010-2011

Name: **Charlotte Thunen**
Position: Librarian
College: Foothill College
Division: Library
Action: **25% load reduction as per Article 18 for the next 5 years**
Effective Date: AY 2010-2011

Recommendation: (specify if information only)

Vice Chancellor of Human Resources and Equal Opportunity Dorene Novotny recommends **approval.**

Submitted by:	Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity, ext. 6211
Additional contact names:	Kim Chief Elk, Director of Human Resources, ext. 6109
Is backup provided?	Yes

Foothill-De Anza Community College District
Office of Human Resources & Equal Opportunity

Contract Employee Assignment Change Form

Employee Name: Mike Brandy CWID: _____

Division: Chancellors Office Campus: District/CS Position #: _____

Reason For Change (check appropriate reason)

Start Date

End Date

Leave Of Absence or Partial Leave Of Absence

_____ % Unpaid Leave Of Absence

{Affects vacation maximum – contact Human Resources
(ext. 6222) for further information}

Differential _____ Add _____ Delete _____

Division Assistant _____ Executive Head _____

Swing _____ Grave _____ Weekend _____

Contract Change FTE _____ Months _____

From: _____ To: _____

(Indicate number of months or FTE)

Permanent _____ Effective Date _____

Temporary _____

✓ Other Change end date to 2/15/10
Prior end date was 12/31/09

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JAN 06 2010

HUMAN RESOURCES
FOOTHILL-DE ANZA CCD

Change Account Code From:

Account # _____ Percentage _____

Account # _____ Percentage _____

Change Account Code To:

Account # _____ Percentage _____

Account # _____ Percentage _____

Employee's Signature

Date

Administrator's Signature

Date

Campus Administrator's Signature

Date

Human Resources Signature

Date

For Human Resources Use Only

ENTERED

PLUS ✓
PROD ✓

JAN 13 2010

HUMAN RESOURCES
FOOTHILL-DE ANZA CCD



Foothill 21250 Stevens Creek Blvd.
De Anza Cupertino, CA 95014
Community
College
District

January 13, 2010

Carolyn Wilkins Greene
Dear Carolyn,

This is a reminder that I am applying for article 18 as per our meeting before the December break. Presently I teach 4 classes in the fall and three in the winter and spring quarters. The schedule is as follows:

Present Schedule

Fall Quarter 2009

CD10G (4units) Monday /Wednesday

CD 10G (4units) Tuesday/Thursday

Education 1 (3 units) Monday /Wednesday

CD 64 (3 units) Tuesday evening

Winter Quarter 2010

CD10G (4units) Monday/Wednesday

CD10G (4 units) Tuesday/Thursday

CD64 (3units Tuesday evening

Spring Quarter 2010

CD10G (4units) Monday Wednesday

CD58 (4units) Tuesday/Thursday

CD 64 (3 units) Tuesday /Thursday

Proposed Schedule under article 18

Fall Quarter 2010

CD 10G (4units) Monday /Wednesday

CD 10G (4units) Tuesday/Wednesday

Education 1 (3 units) Monday/Wednesday

Winter Quarter 2011

CD10G (4units) Monday/Wednesday

CD10G (4units) Tuesday/Thursday

Spring Quarter 2011

CD10G (4units) Monday/Wednesday

CD 64 (3 units) Tuesday/Thursday or CD58

(4units) Tuesday/Thursday

I am attaching the letter that will be sent to Brian Murphy for board approval.

Thank you.

Juanita Cordero

Namaste,

Dr. Juanita Cordero

Child Development / Education Department

Approved, Jan. 13, 2010
GW-Greene

Approved Recommended
1-14-10

Board 2/1/10

copy

Brian Murphy, President De Anza College
January 13, 2010

Dear Brian,

I would like to start in the fall of 2010 under article 18. I am asking for a reduced workload under article 18 which goes from full time to part time duties defined, "as a minimum of 50% of full time, up to 10 years – normally the last ten years before retirement". This means that I would reduce my full time contract to a reduced one teaching three classes in the fall, two in the winter, and two in the spring. My schedule this year is 4 classes in the fall, three in the winter and three in the spring according to the load factor. What I am dropping is the night class in the fall and winter quarter and one class in the spring. I find it difficult to continue to teach so late at night and then return early in the morning to teach two more classes. My energy begins to fade in the evening as I am defiantly a morning person who still has lots of vitality and love of teaching left in me.

I have spoken to our dean Carolyn Wilkins Greene in the Social Sciences Division before the December break and she has approved this upcoming plan.

Sincerely,

Dr. Juanita Cordero
Child Development/Education

January 4, 2010

Dr. Judy Miner, President
Foothill College

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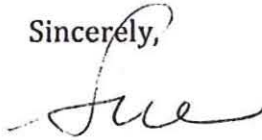
JAN 8 10
FOOTHILL COLLEGE
PRESIDENT'S OFFICE

Dear Judy:

Please accept this as my letter for purpose of retirement effective July 1, 2010.

I have thoroughly enjoyed my experience as Division Dean and Athletic Director at Foothill for the past 15 years and will take with me fond memories of the staff and students who have touched my life.

Sincerely,



Sue Gatlin
gatlinsusan@foothill.edu

cc: Rose Myers



Board
2/11/10
✓



Memorandum

Office of the Vice President
(408) 864-8958

Date: January 4, 2010

To: Dorene Novotny, Human Resources

From: Christina G. Espinosa-Pieb

Re: Change of Assignment End Date for Jack Lynch

Per my memo to you dated June 23, 2009, I am requesting a change to the end date that was originally requested. The current end date for Jack Lynch to serve as our Interim Dean of Business and Computer Information Systems concluded on December 31, 2009. Effective January 1, 2010 Jack Lynch returned to full time status as a tenured faculty member. Please feel free to call if you have any questions or concerns regarding this request.



Hire date: 1/11/10
jcm

Eloise J. Orrell

[REDACTED]
[REDACTED]
[REDACTED]

Foothill College
Employment Services
12345 El Monte Road
Los Altos Hills, CA 94022
Re: Job # 10-034-1

December 30, 2009



Dear Selection Committee Members,

It is with great excitement and enthusiasm that I submit my application for Interim Vice President of Instruction and Institutional Research. During these past two years, while serving as Dean of Biological and Health Sciences, I've continued to embrace the opportunities to expand my educational experience, professional growth and commitment to Foothill College. As Dean I've developed and focused my leadership and managerial skills to the broader perspective of the college and the district.

The culmination of 25 years at Foothill College, as both Dean of Biological and Health Sciences and Director/Instructor of the Radiologic Technology program, have developed my administrative and management skills while reinforcing my commitment to instruction. My experiences with fiscal and personnel management, leadership, team building, curriculum development, student learning outcomes, project completion, shared governance, strategic planning, recruitment and retention of under-represented student populations, conflict resolution, negotiations and collaborative learning have given me the foundation upon which to expand and grow into a position of heightened responsibilities.

Serving on the Curriculum Committee since 2007 has given me a working knowledge of where we were, where we are currently, and where we need to be. I have tremendous respect for the efforts of the Curriculum Committee and the Foothill faculty for gaining compliance with Title 5 regulatory requirements. I understand and fully support the interconnected process of curriculum, student learning outcomes, program planning, college mission, and strategic initiatives. I also value the shared governance model that allows for inclusion of all members of the Foothill College Community. My years of experience with developing, writing, updating and teaching to course outlines while performing content review for pre and corequisites have given me not only respect for the process but an understanding of the importance of the process.

Throughout my tenure as program director I worked directly with Title 5 regulations to maintain educational compliance with the Radiation Health Branch of California. Consequently, I understand and feel confident researching and referencing this important document in regards to community college regulatory requirements.

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JAN 04 2010

EMPLOYMENT SERVICES
FOOT HILL ANZA CCD

Handwritten: 2/11/10 ✓

August 2008-January 2009

Professional Development Leave

Accomplishments:

- Researched evaluation of affective domain in clinical health education.
- Researched Baccalaureate degree's in allied health disciplines at the Community College level.

August 2007- August 2008

Interim Dean Biological and Health Sciences, Foothill College

Duties and Responsibilities:

- Provide leadership for sixteen career and transfer programs.
- Administration of personnel policies and practices.
- Monitor teaching assignments, load, productivity, and enrollment management.
- Hiring, developing, directing and evaluating classified staff.
- Budget development, implementation and management.
- Curriculum development.
- Assess and implement technology needs.
- Promote and develop fundraising activities and marketing plans.
- Create vision, leadership and stewardship for the division.
- Promote understanding and sensitivity to diverse student, faculty and staff populations.
- Create pathways for success for underrepresented high-risk students.

Accomplishments:

- Supported a successful and smooth transition into the new Life Sciences building.
- Participated in the planning for renovation of the 5000, 5500, and 5100 buildings.
- Prioritized Measure E and Measure C funding for the division.
- Culminated the agreement between Mt. View High School and the Biotechnology Department.
- Established a partnership and initiated a contract with Hidden Villa.
- Successfully presented Viticulture curriculum to the division and offered the first two courses Spring quarter 2008.
- Wrote letter of intent for a \$200,000.00 State Chancellor's Office, Career Technical Education grant for the EMT program. Grant was awarded April 2008.
- Wrote letter of intent for a NSF research grant for the Biotechnology Program. Grant award still pending.
- Partnership with PSME and CTIS on NSF STEP Grant. Grant award pending.
- Established Advisory Committee for Polysomnography Program. Recruited faculty to assist with writing curriculum and instruction.
- Developing partnership with San Francisco City College for Radiation Therapy.

1984 – August 2007

Program Director, Radiologic Technology, Foothill College

Duties and Responsibilities:

Instructional Curriculum:

- Anatomy, positioning, ethics and professional conduct, patient care and nursing procedures, communication, critical thinking and problem solving, medical terminology.

Director Responsibilities:

- Schedule, curriculum review, budget, counseling and mentoring program students to assure retention and completion, outreach and recruiting activities, implementing and overseeing program application process, accreditation reports, strategic program planning, liaison for eleven clinical affiliates, provide program leadership.

Accomplishments:

- Grew radiology program from six affiliate hospitals to eleven affiliate hospital and clinics.
- Developed and implemented clinical competency evaluation procedures.
- Produced Student Learning Outcome Assessment documents.
- Increased productivity.
- Successfully maintained the highest accreditation award.
- Protected and maintained the high quality, both technically and ethically, of graduates.
- Successful recruitment and retention of underrepresented student populations.
- Budgeting, purchasing and maintaining state of the art medical radiography laboratory equipment.

Division and College Service Activities:

- Tenure Review Committee Chair
- Director Committee Meetings
- Academic Senate
- College Accreditation
- Hiring Committees
- Curriculum Committee
- Program Review Committee
- Workforce Education Committee

Other Workforce Experience:

1974 - 1984	<i>Radiologic Technologist, El Camino Hospital, Mt. View, CA</i>
1981 - 1984	<i>Clinical Instructor:</i> Responsible for clinical instruction and evaluation of Foothill College Radiology students.
1975 - 1981	<i>Senior Radiologic Technologist:</i> Training of Registered Technologists in Special Procedures and CT Scanning. Supervised quality control for radiographic procedures.
1974 - 1975	<i>Staff Technologist</i>
1968 - 1973	<i>Staff Technologist, Los Gatos Community Hospital, Los Gatos, CA</i>

EDUCATION

Midwestern State University
Master of Science in Radiologic Science, 2002

University of San Francisco
Bachelor of Science. Organizational Behavior, 1995

University of California at Berkeley
Techniques of Teaching, 1985

Foothill Community College
A.S. Radiologic Technology, 1968

CREDENTIALS

State of California Certified Radiologic Technologist
License #RHM 3779

State of California Certified Mammography Technologist
License #RHM 3779

The American Registry of Radiologic Technologists
License #060141.

Community College Instructor Credential
License # 67 ORR

PROFESSIONAL ORGANIZATIONS

American Registry of Radiologic Technologists

American Society of Radiologic Technology

Association of Collegiate Educators in Radiologic Technology

California Society of Radiologic Technology

Radiologic Technology Educators of California

December 16, 2009

To President Miner and the Board of Trustees:

After much consultation with my family regarding the considerable health issues we face in the immediate and long-term future, I, Walter Scott, Library Coordinator at Foothill College, tender this notice of my resignation for retirement effective January 1, 2010.

I know that my abrupt departure comes at a most inopportune time, when library staffing is already stretched far too thin, leaving the remaining staff to contend with very difficult decisions in this time of budgetary uncertainties. My heart goes out to them, for I've come to know them as an extremely smart, fun, hardworking, engaged, and dedicated group, that continually goes the "extra mile" -- for our students, for the library, and for this college. They have my deep, unwavering respect.

My time here at Foothill College has been a truly rewarding experience, filled with many joys, a few poignant sorrows, and always the thrill of educating -- seeing the lights go ON in our students' eyes. That, in my humble opinion, is what it's really all about. As Library Coordinator, I had the grand fortune to witness that "ah ha!" moment almost every single workday.

I have made many strong, lasting friendships with wonderful people from throughout the district, and I wish the very best to them and to all of those I've had the joy and privilege to work with over the years.

Many thanks.

Sincerely,



Walter C. Scott
Library Coordinator





Foothill 21250 Stevens Creek Blvd.
De Anza Cupertino, CA 95014
Community
College
District

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JAN 07 2010

DE ANZA COLLEGE
PRESIDENT'S OFFICE

December 26, 2009

Rowena Tomaneng, Dean, Language Arts

Brian Murphy, President

De Anza College

Cupertino, CA 95014

Subject: reduced contract (Article 18)

Dear Rowena and Brian:

I would like to change my total load for this academic year (09-10) from .5 to .6 since I will be taking over a literature course from another instructor in the spring.

I would also like to continue on Article 18 next year (2010-11), at .5 load (four composition courses over two quarters).

Thank you.

Sincerely,

A handwritten signature in black ink that reads 'Randy Splitter'.

Randolph Splitter

English Department

De Anza College

*I approve this
request.
Randy Splitter
2/7/10*

*Board
2/1/10
✓*

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JAN 16 2010

FOOTHILL COLLEGE
PRESIDENT'S OFFICE

To: Paul Starer, LA Div. Dean
From: Charlotte Thunen, Library
Date: 1/14/10
RE: Article 18

Paul,

Pursuant to Article 18 I am requesting a 25 percent reduction in my contract for the next 5 academic years.

To receive the 25 percent reduction I will work 131 days instead of the normal 175 days. For academic year 2010-11 the 44-day reduction will consist of Fridays, except the first and last of the academic year, plus Wednesday afternoons during fall and spring quarters. That amounts to 32 Fridays and the equivalent of 12 Wednesdays.

Thank you,

Charlotte Thunen

Charlotte Thunen

Paul Starer 1/15/10

Dean,

Jan

1-20-10

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JAN 21 2010

VICE CHANCELLOR
HUMAN RESOURCES

Beard 2/1/10

Position: Library Coordinator
College: Foothill College
Division: Library
Action: **Retirement**
Effective Date: December 31, 2009

Name: **Randolph Splitter**
Position: Faculty
College: De Anza College
Division: Language Arts
Action: **Amend to 60% load reduction as per Article 18 for AY 2009-2010 and 50% load reduction as per Article 18 for AY 2010-2011**
Effective Date: AY 2009-2010 and AY 2010-2011

Name: **Charlotte Thunen**
Position: Librarian
College: Foothill College
Division: Library
Action: **25% load reduction as per Article 18 for the next 5 years**
Effective Date: AY 2010-2011

Recommendation: (specify if information only)

Vice Chancellor of Human Resources and Equal Opportunity Dorene Novotny recommends **approval.**

Submitted by:	Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity, ext. 6211
Additional contact names:	Kim Chief Elk, Director of Human Resources, ext. 6109
Is backup provided?	Yes