

Board of Trustees Agenda Item

Board Meeting Date: March 1, 2010

Title of Item: Personnel Items

Background and Analysis:

Employee: **Christine Chai**
Position: Faculty
College: De Anza
Division: Language Arts
Action: **33% Partial Unpaid Leave of absence**
Effective Date: Spring quarter 2010

Name: **Juanita Cordero**
Position: Faculty
College: De Anza College
Division: Social Sciences
Action: **Correction: 30% load reduction as per Article 18 for the next ten years**
Effective Date: AY 2010-2011

Name: **Kim Lane**
Position: International Counselor/Special Programs Liaison
College: Foothill College
Division: Counseling and Student Services
Action: **40% Partial Unpaid Leave of absence**
Effective Date: Spring 2010

Employee: **John W. Perry**
Position: Faculty
College: De Anza
Division: Business & Computer Systems
Action: **33% load reduction as per Article 18**
Effective Date: AY 2010-2011

Name: **Ernie Schmidt**
Position: Counselor
College: Foothill College
Division: Adaptive Learning Division & Disability Services
Action: **35% Partial Unpaid Leave of absence**
Effective Date: Spring 2010 – Spring 2011

Name: **Phyllis Spragge**
Position: Interim Dean, Biology and Health Sciences
College: Foothill College
Division: Biology and Health Sciences
Action: **Interim Assignment**
Effective Date: March 2, 2010 through June 30, 2010
** Compensation:* Range K, Step 2 @ \$10,293.31/month

RECEIVED

JAN 27 2010

DE ANZA COLLEGE
PRESIDENT'S OFFICE

Dear President Murphy,

I am writing this letter to request going on reduced contract for this spring quarter, 2010. On September 3, 2009, I gave birth to my son and will be returning to work this coming April (I am currently on sabbatical for Winter 2010). I have decided to hold off on hiring a caretaker and/or professional daycare to save on expenses due to the fact that I've had to use up all my sick days on an emergency surgical procedure last spring as well as going on 6 weeks of maternity leave this past fall. Subsequently, I was on unpaid leave for most of fall quarter. Therefore, as I return to De Anza, I would prefer to teach a lighter load in spring.

More specifically, I am requesting to teach two classes instead of three. Therefore, I plan to drop the intermediate listening/speaking class ESL 262.62 and continue to teach two sections of the advanced reading class ESL 272.05 and ESL 272.62.

I appreciate your consideration in this matter and hope to hear from you at your earliest possible convenience.

Best and Happy New Year!



Christine Chai
Language Arts Division: ESL
ICS Division: Asian American Studies

Approval
Recommended
Christine Espinoza-Pieb
1-29-10

cc: Rowena Tomaneng
Marcy Bellach
Cristina Espinoza-Pieb

1/25/10
Approved
Rowena Tomaneng

DE ANZA COLLEGE
RECEIVED
JAN 27 2010
PRESIDENT
OFFICE

Date: Fri, 19 Feb 2010 11:50:46 -0800
To: Chandan Jral <jralchandan@fhda.edu>
From: Carolyn Wilkins-Greene <wilkinsgreenecarolyn@fhda.edu>
Subject: Re: Fwd: Re: Article 18
X-IMAPbase: 1219182895 5177
X-Keywords:

To: Chandan Jral
From: Carolyn Wilkins-Greene
Re: Juanita Cordero's load reduction for 2010-2011

Juanita Cordero's Article 18 load reduction for '10-'11 is 30%, not 20%.

Hello Carolyn,

Per our phone conversation today, please confirm that Juanita's load reduction should be at 30% not at 20%.

Thank you,
Chandan

X-Mailer: QUALCOMM Windows Eudora Version 6.2.5.6
Date: Thu, 18 Feb 2010 12:40:06 -0800
To: Chandan Jral <jralchandan@fhda.edu>
From: Juanita Cordero <corderojuanita@deanza.edu>
Subject: Re: Article 18
X-IMAPbase: 1219182895 5158
X-Keywords:

Dear Chandan,

As per our conversation on February 18, 2010 I will be following article 18 and teaching at an 80% load factor for the year 1010-2011. This means I am only reducing two classes from my present schedule.

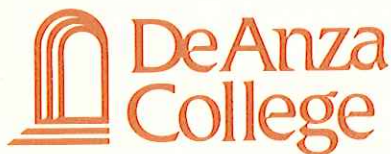
At 12:30 PM 2/18/2010, you wrote:

Hello Juanita,

Per our phone conversation, please confirm that you are requesting an 20% reduction to your Article 18.

Thank you,

Chandan Jral
Human Resources and Equal Opportunity
Foothill-De Anza Community College District



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

RECEIVED

JAN 22 2010

VICE CHANCELLOR
HUMAN RESOURCES

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

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

March 1, 2010 BOARD MEETING

Note: * Employment actions only

Name: **Kim Lane**
Position: International Counselor/Special Programs Liaison
College: Foothill College
Division: Counseling
Action: **Partial Unpaid Leave of absence (40%)**
Effective Date: April 5, 2010 * # of Months: 10
** Compensation:*
Comments: Requesting 40% reduction in hours for Spring Quarter 2010

Name:
Position:
College:
Division:
Action:
Effective Date: * # of Months:
** Compensation:*
Comments:

Name:
Position:
College:
Division:
Action:
Effective Date: * # of Months:
** Compensation:*
Comments:

Name:
Position:
College:
Division:
Action:
Effective Date: * # of Months:
** Compensation:*
Comments:

12/7/09

To President Brian Murphy and the Foothill-De Anza Board of Trustees

I am requesting a 33% reduction in contract under the terms of Article 18, beginning September, 2010. I will teach Fall, 2010 and Winter, 2011. I intend to teach under Article 18 **only** for the 2010-2011 academic year. Then I will retire.

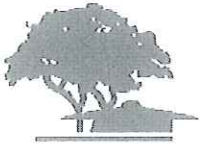
Thank you for your consideration of my proposal.

Sincerely,

John W. Perry

John W. Perry

Approval Recommended
[Signature] 12/9/09



FOOTHILL COLLEGE

12345 El Monte Road • Los Altos Hills, CA • 94022-4599

Psychological Services and Personal Counseling

Phone: (650) 949-7910
FAX: (650) 949-7035
www.foothill.fhda.edu

RECEIVED

FEB 01 2010


1/29/10 Resubmittal
11/24/09 Original notice
Dr. Judy Miner
Foothill College President


FOOTHILL COLLEGE
PRESIDENT'S OFFICE

Dear President Miner,

In accordance with section 16.29 of the agreement: Unpaid Leave of Absence, I am requesting a partial leave of absence (35% reduction) starting in spring quarter 2010 (April 5th 2010) and lasting for 1 full year (until spring quarter 2010). This would amount to 10.5 hours less a week based on my 30 hour work week in Psychological Services and Personal Counseling at Foothill College. I have considered how this reduction would affect the students and I am willing to work with my dean and other faculty members to figure out ways for our program to absorb this reduction in hours. I am in need of this partial leave of absence for personal family reasons. If at all possible I would like this be presented to the Board of Trustees at the meeting on December 7th, 2009.

Thank you for your consideration,


Ernest Schmidt, LCSW
Psychological Services Counselor

Approved

2-1-10

RECEIVED

FEB 17 2010

VICE CHANCELLOR
HUMAN RESOURCES

ADMINISTRATIVE SALARY PLACEMENT

Name: **Phyllis Spragge**
Current Title: **Faculty**
Campus: **Foothill College**

Action Taken: (Salary Adjustment/Placement, Etc.) **Interim Dean, Biology and Health Sciences**

Board Date: **March 1, 2010**

Start: **March 2, 2010**

End: **June 30, 2010**

Comments: **Interim Assignment**

Current Salary, Range and Step **Column III / Step M @ \$9,208.95/month**

Current Professional Growth **\$181.82/month**

Current Longevity (Classified) **N/A**

Current Additional Stipend or Off-Schedule Payment **N/A**

Proposed New Salary, Range and Step **Range/Step = K/4 @ \$11,348.14/month**
 $9,208.95 \times 10\% = 920.90 + 9,208.95 = \$11,050.75$

OR

Proposed New Stipend or Off Schedule Payment **N/A**

Dorene Novotny
Vice Chancellor, Human Resources

Date

Notes:

Initial Employment to Administrative Position

- Placement is at Step 1 of the assigned range, but may be up to Step 3 with written justification by the President or Chancellor and must be recommended by the VC-HR.

Acting and Temporary Assignments

- Salary adjustment for additional responsibilities paid via a stipend shall be not less than 8%.
- Salary adjustment for full range of duties as an interim shall not be less than 10%.

Promotion

- Placement to the step that is not less than the equivalent of base salary plus 5%, not to exceed the highest step in the new range.
 - Based on monthly salary, regardless of number of contract months.
 - Stipends for additional duties is added after calculating base + 5% and prior to assigning step placement.
 - Off schedule payments (e.g., for moving from faculty to an administrative position), in the event the off schedule payment continued to be necessary until the salary structure caught up shall be included when assigning a new range and step, in the same manner as other stipend payments.
 - Off schedule payments (e.g., for moving from faculty to an administrative position), shall be paid until such time as the newly assigned salary schedule exceeds the salary plus off schedule payments.
- Professional Growth Awards (Classified) are considered with base prior to salary placement; Professional Growth Awards (Administrators) are not considered with base prior to salary placement.
- Longevity Awards (Classified) are considered with base prior to salary placement

016 ASSIGNMENT ADD/MAINTAIN

SPRAGGE, PHYLLIS ANNE

INSTRUCTOR

SCREEN: ____ ID: 10247668 JOB: B CODE: 060 USER: 001 FY: 10 POS: _____
02-18-10 13:03:5

9

Assignment Dates **Event** Prior Link **Position** ****Assigned***

Begin	End	Start	Stop	Link	Flag	Number	Flag	FTE	Hours
07-01-2009	06-30-2010	<u>A</u>	<u>A</u>	____	<u>N</u>	<u>150142</u>	<u>Y</u>	<u>1.00000</u>	<u>141.81</u>

Student	*****	S a l a r y	*****	Couns./	PGA	SRA/PRA	Monthly
Flag	Sched	Rate	Flag	Annual	PGA Amt	Awrds	PAA/AAA Am
____	<u>B030M</u>	<u>9,208.95</u>	<u>N</u>	<u>103,298.47</u>	____	<u>00</u>	<u>181.82</u>

Dif1	Dif2	Class	Earn	Payrate	Pay	Timekeep	Calendar	Roll	Sal
Flag	Flag	Code	Code	Type	Periods	Location	ID	Flag	Hld
<u>A</u>	<u>N</u>	<u>007B</u>	<u>010</u>	<u>A</u>	<u>11</u>	<u>106</u>	<u>E</u>	____	<u>N</u>
							Primary	Benefit	Assig

n

Labor	Extended	** Assignment **	NPA	Primary	Benefit	Begin	Elig.
Object	Pay Date	Div Dept Unit	Flag	Assign	Assign	Date	Group
<u>0000</u>	<u>00-00-0000</u>	<u>1BH 1D H</u>	<u>N</u>	<u>Y</u>	<u>N</u>	<u>00-00-0000</u>	<u>03</u>

195 day	Last	Inst.	Div.	Term	Course ID.	Board Appr	Pos	Employee's Job
ATD	TS					Date	Code	Affilications
<u>000</u>	<u>00</u>	____	____	____	____	<u>00-00-0000</u>	____	<u>9BDGJXZ</u>

Phyllis Spragge
1391 Snow Street
Mountain View, CA 94041
January 27, 2010

Richard G. E. Galore 2/4/10 041-I
RICHARD G.E. GALORE
VICE PRESIDENT, WORKFORCE DEVELOPMENT
& INSTRUCTION

Employment Services
Foothill-DeAnza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

Start date: 3-1-10
2-4-10

Dear Interim Dean Bio/HS Hiring Committee:

I am interested in applying for the Interim Dean position for the Biology & Health Sciences Division, job #10-041-I. Enclosed is my resume which outlines my experience and qualifications. I believe that my educational background, experience, and skills are a good match for those listed in the announcement for the Interim Dean position. In addition, I have included a diversity statement which speaks to my commitment to diversity in the workplace.

I served as Interim Dean for Biology & Health Sciences in the fall quarter of 2008. Although this is a short time frame in the position, I did have the opportunity to learn about scheduling and assignments, overseeing bond measure accounts, and evaluations of faculty from the dean perspective. I have additional experience in budgeting, scheduling, evaluations, curriculum development, and accreditation compliance on a department level as the Dental Hygiene Program Director over the past ten years. During my tenure as director we have continued as a top ranked dental hygiene program in the US, successfully completed an accreditation self-study and site visit, and most importantly, continued to graduate professional dental hygienists. I have worked collaboratively with the dental hygiene faculty, and I deal effectively with staff, students, patients and administrators on a regular basis. All of these achievements are critical to the success of the dental hygiene program and the college. One of my strengths is taking a long view approach to my work. I like to consider where we need to be in the future & what steps need to be taken to achieve those goals. Some examples of this in my present position would include: clinic renovation & conversion to electronic/digital technologies, online courses & hybrid courses, program portfolios as a competency outcome & conversion to an e-portfolio.

My resume is enclosed as documentation that I meet the criteria listed in the employment announcement. I am excited about the opportunity to learn and serve Foothill College in a challenging position. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

Phyllis Spragge
Phyllis Spragge, RDH, MA

Enclosures: Resume, Diversity Statement



Phyllis Spragge, RDH, MA
1391 Snow Street
Mountain View, CA 94041
Office phone (650) 949-7467
Cell phone (650) 996-2449
spraggephyllis@foothill.edu

EDUCATION

Master of Arts in Education: Instructional Technology, Honors, San Jose State University, San Jose, CA - 2001
Bachelor of Arts in Health Services Administration, Honors, St. Mary's College, Moraga, CA - 1997
Associate of Arts in Interior Design, High Honors, Canada College, Redwood City, CA - 1986
Associate of Science in Dental Hygiene, High Honors, Foothill College, Los Altos Hills, CA - 1980
Associate of Science in Dental Assisting, High Honors, College of the Redwoods, Eureka, CA - 1977

LICENSES

Registered Dental Hygienist, State of California
Radiation Safety Certification, State of California

SKILLS & QUALIFICATIONS

Trustworthy & ethical
Respectful and sensitive to diverse populations of all ages & backgrounds
Communicate clearly & concisely, both orally and written
Able to exercise good judgment & discretion in analyzing & resolving confidential, difficult, sensitive situations
Experienced in department budgeting, scheduling, curriculum development & management
Ability to work in a fast paced environment & prioritize work
Familiar with accreditation guidelines, California Education Code regulations & policies of FHDA district
Able to learn & work within the policies, functions & requirements of the area of assignment
Collaborative leadership experience on boards, department activities, volunteer positions
Experienced instructor in dental hygiene curriculum using innovative teaching & learning strategies
Proficient in computer skills - Microsoft Office, Dentrix, Meeting Maker, Grading Programs, Etudes NG

TEACHING & EDUCATION EXPERIENCE

Program Director, Foothill College Dental Hygiene Program - 1999 to present
Leadership of the dental hygiene program including: budgeting, curriculum development & management, wrote self-study accreditation documents, program outcomes, student learning outcomes, program review, accreditation site visits & reports, course scheduling, application processes, student counseling, faculty mentoring, hiring & training of staff, collaborative department projects, advisory board meetings, faculty meetings & calibration, Measure E & C classroom & clinic renovations, program marketing & outreach.

Interim Dean, Foothill College, Biology & Health Sciences Division - September 1 to December 31, 2008
Responsible for the administration of personnel policies and practices, scheduling assignments, evaluation and load for full-time and part-time faculty, enrollment management; and hiring, evaluation and tenure process procedures. Provided leadership to program directors, division faculty and staff.

Full Time Dental Hygiene Instructor, Foothill College - 1998 to present
Developed course materials & syllabi for over 12 dental hygiene courses, including lecture, lab/clinic, online formats. Created portfolio project that has received commendations & advanced placement units in articulation agreement with San Jose State University. Pilot project participant for the Foothill College e-portfolio conversion.

Adjunct Dental Hygiene Instructor, Foothill College - 1996 - 1998
Supervised dental hygiene students at Veterans Administration dental clinic on medically complex patients. Taught clinical & patient management skills.

ADDITIONAL WORK EXPERIENCE

Curriculum Consultant, Maui Community College - 2004

Wrote the curriculum for MCC dental hygiene program, approved by MCC curriculum committee & University of Hawaii Board of Regents

Dental Hygienist, general practice, Dr. H. Love, Palo Alto, CA - 1985 to 1998

Dental Hygienist, general practice, Dr. C. Joy, Palo Alto, CA - 1983 to 1985

Dental Hygienist, periodontal practice, Dr. T. Schafer, Palo Alto, CA - 1980 to 1985

Dental Hygienist, periodontal practice, Dr. C. Furuya, San Jose, CA - 1980 to 1981

PROFESSIONAL DEVELOPMENT

Committee member of the Foothill College Teaching Academy (Carnegie), 1999-2001

Let Me Learn Project (Foothill College & Rowan University) 1999-2001, served as mentor 2000 & 2001

Coordinator for division Partnership for Excellence Grant, 2002

Online course development: Etudes & Etudes NG (DH 64 Law, Ethics in Dental Practice, DH 59: Dental Specialties, plus development of online hybrid course supplements for 5 additional courses)

Invited guest: Philips Sonicare Symposium on Biofilms, Seattle, WA 2003

Invited guest: Procter & Gamble Symposium on Dental Hygiene Research, Cincinnati, OH, 2004

Invited guest: USC Symposium on Cultural Competency for Health Professionals, 2005

Advisory Board member Institute for the Excellence in Clinical Education & Leadership, 2008

PRESENTATIONS & PUBLICATIONS

Presenter: Let Me Learn Project (Foothill College & Rowan University) research at LML Summer Institute, New Jersey, 2000

Online course development: Etudes & Etudes NG (DH 64 Law, Ethics in Dental Practice, DH 59: Dental Specialties, plus development of online course supplements for 5 additional courses)

Presenter: Teaching Methodology Workshop, Maui Community College, 2004

Presenter: Portfolios in Dental Hygiene, ADEA National Directors Conference, 2004

Presenter: Portfolios in Dental Hygiene to the FHDA Board, 2004

Publication: Accreditation Self-Study Document for Dental Hygiene Program, 2003-2004

Publication: Created ladder DA to DH program outline & wrote the curriculum documents & all course outlines for a new, proposed dental hygiene program at Maui Community College, 2004

Presenter: Cultural Competency in Dental Hygiene, ADEA National Directors Conference, 2005

Publications: syllabi for DH 53, 54, 61A, 61B, 73, 64

Presenter: e-portfolios, League of Innovation, 2009

COMMUNITY & VOLUNTEER SERVICE

Kaider Scholarship Committee, 2002 to present

California Dental Hygiene Educators' Association, vice president executive board, 2006 to present

Continuing Education Coordinator for California Dental Hygiene Educators' Association annual meeting, 2005-2008

Dental Hygiene Club Faculty Advisor, 1998 to present

Committee member: On Line Learning, 2003 - 2004

Chair of tenure committee, 2002 - 2005

At large member of tenure committee, 2007 - present

Hiring committees: administrators, classified, faculty searches

Academic Senate 2009

PROFESSIONAL AFFILIATIONS

American Dental Hygienists' Association

American Dental Education Association

California Dental Hygiene Educators' Association

Institute for the Excellence in Clinical Education & Leadership

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Internal Only: Foothill-De Anza Community College District Employees

Foothill College

Interim Dean, Biology and Health Sciences

Job#10-041-I

Closing Date & Time: Monday, 2/1/10 @ 5:00 PM

The Foothill-De Anza Community College District is currently accepting applications for **Interim Dean, Biology and Health Sciences at Foothill College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Vice President of Workforce Development and Instruction, provide leadership for the Biological & Health Sciences Division. The Division currently includes the following departments: Biology, Bioinformatics, Biotechnology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technology, Health Science, Environmental Horticulture, Pharmacy Technology, Primary Care Associate, Radiation Therapy, Radiologic Technology, Respiratory Therapy, and Veterinary Technology. Responsible for the administration of personnel policies and practices; assignments, evaluation and load for full-time and part-time faculty; enrollment management; and hiring, developing, directing and evaluating classified staff. Provide direction and leadership for program review and planning linked to budget development, implementation and management, curriculum development, technology needs, and course scheduling activities. Promote and develop fundraising activities and marketing plans in consultation with faculty, staff, students, the community, and the Associate Vice President of External Affairs. The Interim Division Dean is responsible for the vision, leadership and stewardship of the division.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree in a discipline within biological health sciences.
3. One year of administrative experience, formal training, internship, or leadership in a related area.

PREFERRED QUALIFICATIONS:

1. Teaching experience in an area within or related to biological and health sciences.
2. Experience supervising or coordinating academic or vocational programs.
3. Experience in fiscal management.

4. Experience in personnel management.
5. Ability to communicate effectively orally and in writing.
6. Leadership in an area related to biological and health sciences.
7. Demonstrated proficiency with computer information technology and Internet literacy.
8. Experience with innovative teaching and learning strategies.
9. Knowledge of documenting, assessing, and evaluating student learning outcomes.
10. Experience in team building and team project completion.

In addition, successful candidates will demonstrate the following:

1. Ability to demonstrate the principles of trust, teamwork, and collaboration.
2. Ability to exercise the principles of leadership, management, and supervision.
3. Ability to reinforce the concepts and principles of student learning.
4. Ability to implement concepts of shared governance.
5. Ability to develop and implement strategic planning processes.
6. Ability to work effectively with diverse students, staff, faculty, and administrators individually and as team members.
7. Ability to interpret and apply rules, regulations, policies, and procedures.
8. Ability to represent and promote the interests of the division in the administration of the college and the district.
9. Ability to provide appropriate stewardship over resources of the division.
10. Ability to provide leadership to a diverse group of faculty and staff.
11. Ability to handle difficult and sensitive issues and problems and resolve conflicts.
12. Ability to train, assign, supervise, evaluate, and develop staff.

APPLICATION PACKET:

1. Current resume of all work experience, formal education and training.
2. A cover letter detailing your qualifications and skills.

Incomplete application packets will not be forwarded to the search committee for review.

-OVER-

Recommendation: 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