

Board of Trustees Agenda Item

Board Meeting Date: March 8, 2010

Title of Item:

Reassignment, Layoff, Reduction in Contract or Notice of Non-Renewal of Employees

Background and Analysis:

The following employees will be affected by reassignment.

1. Donald Mac Neil: In accordance with Article 15 and Article 12 of the Faculty Agreement, reassign Foothill faculty member Donald Mac Neil to Foothill Physical Education faculty position, effective July 1, 2010.
Recommendation: Informational only. Action included on the Personnel Actions report.
2. Pat Hyland: In accordance with Chapter III of the Administrator Handbook, reassign Foothill administrator Pat Hyland to Foothill Dean, Student Affairs and Activities, effective July 1, 2010 through June 30, 2011.
Recommendation: Informational only. Action included on the Personnel Actions Report.

The following Faculty employees will be affected by layoff.

1. Sharon Hack, Instructor, Business and Social Sciences, Travel Careers Program, to be laid off from employment as a tenured faculty member, effective date June 30, 2010.
Recommendation: That the Board of Trustees approve the termination of the position of Instructor, Business and Social Sciences, Travel Careers Program, due to discontinuance of the Travel Careers Program, Sharon Hack, and direct that written notice of position termination and layoff be provided.
2. Linda Dinucci, Instructor, Adaptive Learning Division and Disability Services, to be laid off from employment as a tenured faculty member, effective date June 30, 2010.
Recommendation: That the Board of Trustees approve the termination of the position of Instructor, Adaptive Learning Division and Disability Services, due to discontinuance of the Adaptive Learning Division and Disability Services Program, Linda Dinucci, and direct that written notice of position termination and layoff be provided.

The following Administrator employees will be affected by notice of non-renewal.

1. Timothy Woods, Dean, Computers, Technology and Information Systems, to not be renewed for employment, effective date June 30, 2010.
Recommendation: That the Board of Trustees approve the non-renewal of the Administrator contract for Tim Woods, Dean, Computers, Technology and Information Systems, and direct that written notice of non-renewal be provided.
2. Herlisa Hamp, Dean, Student Support Program and Services, to not be renewed for employment, effective date June 30, 2010.
Recommendation: That the Board of Trustees approve the non-renewal of the Administrator contract for Herlisa Hamp, Dean, Student Support Program and Services, and direct that written notice of non-renewal be provided.

3. Maria Vicky Criddle, Director, FHDA Internship Training, to not be renewed for employment, effective date June 30, 2010.
Recommendation: That the Board of Trustees approve the non-renewal of the Administrator contract for Director, FHDA Internship Training, Maria Vicky Criddle and direct that written notice of non-renewal be provided.
4. Katie Townsend-Merino, Vice President, Instruction and Institutional Research, to not be renewed for employment, effective date June 30, 2010.
Recommendation: That the Board of Trustees approve the non-renewal of the Administrator contract for Vice President, Instruction and Institutional Research, Foothill College, Katie Townsend-Merino and direct that written notice of non-renewal be provided.

The following Administrator employee will be affected by reduction in contract.

1. Marsha Kelly, Manager, Risk Management to not be renewed for employment, effective July 1, 2010.
Recommendation: That the Board of Trustees approve the non-renewal of the Administrator contract for Marsha Kelly, Manager, Risk Management, and direct that written notice of non-renewal be provided.

Marsha Kelly to be employed as Manager, Risk Management at 80% FTE effective July 1, 2010 through June 30, 2011.

Recommendation: Informational only. Action included on Personnel Actions report.

Board approval is requested to authorize District representatives to provide affected employee(s) with notice of reassignment, layoff, reduction in contract or notice of non-renewal.

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?	No

09/10 Actions

Count	Unit	Department	Position Title	Position Number	Reduction in Contract (%)	Fund Redirect (%)	Fund Redirect	Impact
CENTRAL SERVICES								
Cuts/position elimination								
1	ACE	Security	PARKING OFFICER	434505				
1	ACE	Accounting	ACCOUNTS PAYABLE ASSISTANT	430023				
1	ACE	ETS	DIVISION ADMINISTRATIVE ASST	430483				
1	ACE	ETS	NETWORK & COMMUNICATIONS TECH	430311				
1	CSEA	Plant Services	FH HEAD GROUNDS GARDENER	430519				
Fund Redirect								
1	ACE	ETS	PROGRAMMER ANALYST II	430312		1		
1	ACE	ETS	WKST & SYSTEMS SUPPORT TECH I	430405		0.8		
1	ACE	ETS	WKST & SYSTEMS SUPPORT TECH I	430176		0.8		
1	ACE	ETS	WKST & SYSTEMS SUPPORT TECH II	430202		0.1		
1	ACE	ETS	WKST & SYSTEMS SUPPORT TECH SR	430601		0.85		
1	ACE	ETS	NETWORK & COMMUNICATIONS ADMIN	430128		0.1		
1	ACE	ETS	SYSTEMS & NETWORK PROGRM, SR	430057		0.05		
1	TEAMSTERS	ACCOUNTING	A/P SUPERVISOR	420068		0.25		new, added after Accounting reorg failed
FOOTHILL								
Cuts/position elimination								
1	AMA	OUTR	DEAN, STUDENT SUPP PROG & SERV	110100				
1	AMA	CTIS	DEAN,COMPUTERS,TECHNOLOGY&INFO	110006				was funded from F15 and 21 for one year
1	AMA	FHDA INTERNSHP	DIRECTOR, FHDA INTRNSHIP PROGRAM	112201				Grant Funded Position
1	FA	T C	INSTRUCTOR	158882				
1	ACE	PR	WEB CONTENT DEVELOPER	130640				
1	ACE	LINC	PROGRAM COORDINATOR, SENIOR	130009				
1	ACE	LADV	INSTRUCTIONAL ASSOCIATE	130030				
1	ACE	LINC	PROGRAM COORDINATOR I	130160				
1	ACE	ACAD	INSTRUCTIONAL ASSOCIATE	130162				
1	ACE	ESL	INSTRUCTIONAL ASSOCIATE	130204				
1	ACE	LINC	ADMINISTRATIVE ASSISTANT I	130444				
1	ACE	IDE	INSTRUCTIONAL DESIGNER	130626				
1	ACE	ISDV	ADMINISTRATIVE ASSISTANT I	134503				
1	ACE	L A	LANGUAGE ARTS LAB ASSISTANT	134810				
1	ACE	T C	INSTRUCTIONAL ASSOCIATE	130145				
DE ANZA								
Cuts/position elimination								
1	AMA	3	DEAN,SPECIAL ED & APPLIED TECH	210040				

09/10 Actions

1	CSEA	1	GROUNDS GARDENER II	230558				
1	CSEA	1	HEAD GROUNDS GARDENER - DA	230500				
1	ACE	2	ACADEMIC ADVISOR	230223				
1	ACE	2	PROGRAM COORDINATOR II	230250				
1	ACE	2	DIVISION ADMINISTRATIVE ASST	230219				
1	ACE	3	FACILITIES & EQUIPMENT ASST	230138				
1	ACE	3	ADMINISTRATIVE ASSISTANT I	230016				
1	ACE	0	GRAPHIC DESIGN TECHNICIAN	230170				
1	ACE	2	ADMINISTRATIVE ASSISTANT I	230392				
1	ACE	2	ADMISSIONS & RECORDS ASSISTANT	230048				
1	ACE	3	DIVISION ADMINISTRATIVE ASST	230444				
1	ACE	3	INSTRUCTIONAL ASSOCIATE	230152				
1	ACE	3	DIVISION ADMINISTRATIVE ASST	230341				
1	ACE	3	EXECUTIVE DIRECTOR, MUSEUM	230050				
1	ACE	3	COMPUTER LAB OPERATIONS COORD	230112				
44								

Positions proposed for elimination

Reassignment to Other Funds

changes made in FY 09/10

positions added

NOTE: DOES NOT INCLUDE VACANT AND OTHER POSITIONS ELIMINATED PRIOR TO START OF FISCAL YEAR

Central Services 10-11 Proposed Reductions

Count	Unit	Department	Position Title	Position Number	Reduction in Contract (%)	Fund Redirect (%)	Fund Redirect	Impact
Cuts/position elimination								
1	ACE	HR	PROGRAM COORDINATOR II	430109				Some duties will no longer be done and others done in a less timely fashion. Most functions are redistributed to other positions as a reorganization.
1	CSEA	Plant Services	GROUND GARDNR III(IRRIGATION)	430432				Work normally performed by this position will be deferred until it can be performed by others with similar skills.
Escrow II/elimination								
1	ACE	Payroll	PAYROLL TECHNICIAN II	430040				We will experience longer lead times in process faculty leave reports, have less time available for detective controls, need to aggressively enforce time reporting deadlines, significantly reduce the amount of manual payroll checks, and have less time available in Payroll Services to deal with unexpected problems with the new Banner Payroll System.
1	CSEA	Plant Services	CONSTRUCTION LABORER I	430560				Work normally performed by this position will be deferred until it can be performed by others with similar skills.
1	AMA	Plant Services	MANAGER, CUSTODIAL OPERATIONS	410540				Work normally performed by this position will be assumed by the Associate Director of Facilities and Operations.
1	ACE	Security	PARKING & SPECIAL EVENTS COORD	430008				The impact of losing the Special Events Coordinator is that it will require several other employees to add additional responsibilities to their current job description. All of the duties will have to be redistributed among a variety of other Department personnel.
Contract Reduction								
1	AMA	Risk Management	DIRECTOR, RISK MANAGEMENT	410010	0.2			Some duties may be assumed by the VC and contracted services from brokerage team may be expanded. Service and response time to sites may be slowed.
Fund Redirect								
1	CSEA	HAZ MAT	ENVIRONMENTAL SPECIALIST	430620		0.3	76	Currently EHS staff spend committed time on closures and permitting activities related to Measure C activities. This action will simply facilitate an appropriate accounting of time spent on bond activities.
1	AMA	HAZ MAT	DIR, ENVIRONMENTAL HEALTH & SAF	410044		0.1	76	See note above
1	ACE	ETS	PROGRAMMER ANALYST I	430051		0.5	76	Minimal remaining capacity to implement new IT applications or systems other than Measure C projects. However, allows start up of Measure C Server Refresh project implementation.
1	ACE	ETS	WEB/CLIENT SERVER APPL ADMIN	430602		0.5	76	Eliminates capacity to make changes to the legacy portal and troubleshooting problems will be slower. However, allows start up of Measure C Server Refresh project implementation.
1	ACE	ETS	SYSTEM & NETWORK PROGRAMMER II	430099		0.3	76	Eliminates capacity to make changes to the IAPlus system and troubleshooting problems will be slower; reduced support for non-Measure C projects. However, maintains momentum of Banner implementation.
1	ACE	ETS	INSTR TECH SOLUTIONS SYST ENGR	430195		0.3	76	Fewer acquisition dollars will be available for purchasing multi-media equipment. However, retains capacity to maintain deployment thresholds for multi-media classrooms. Reduced flexibility (time available) to support non-Measure C multi-media projects and respond to troubleshooting incidents. Some multi-media equipment may be inoperable for longer periods of time.

Central Services 10-11 Proposed Reductions

								Increase in response time for non-Measure C related ETS technology support activities. However, installations of replacement computers should increase to maintain a five year replacement cycle. Fewer technicians available for daily troubleshooting and support of non-Measure C projects. Equipment will remain non-functional for longer periods of time. Response to non-Measure C related new installations will be delayed. Response time to classroom and desktop emergencies will increase.
1	ACE	ETS	WKST & SYSTEMS SUPPORT TECH II	430442		0.8	76	
1	ACE	ETS	WKST & SYSTEMS SUPPORT TECH II	430440		0.8	76	Same as above
1	ACE	ETS	NETWORK & COMMUNICATIONS ADMIN	430224		0.1	76	Reduced flexibility (time available) for this staff person to support non-Measure C projects and respond to daily troubleshooting incidents. However, progression on network infrastructure replacement project increases.
1	ACE	ETS	SYSTEMS & NETWORK PROGRAM, SR	430057		0.05	76	Same as above
1	ACE	ETS	SYSTEMS & NETWORK PROGRAM, SR	430427		0.05	76	Same as above
1	CSEA	Plant Services	CONSTRUCTION LABORER I	430415		—	76	Work normally performed by this position will be deferred until it can be performed by others with similar skills.
Other:								
		Chancellor's Office	B Budget Cuts					Reduction in various supplies, memberships and travel
		ARCHIVES	B Budget Cuts					This represents a 50% reduction in funding for Archives from prior year. Cataloging and other such services may be slowed.
		HERSHEY BUSINESS SV	B Budget Cuts					the new Banner system has provides a level of functionality that has allowed this contract to be reduced.
		SMART CARD	B Budget Cuts					Bus.Svcs has funded this in previous years. Colleges will assume financing of this activity. Task force involving all three sites has been studying vastly reduced scope of services for next contract period beginning September 2010.
		ETS	B Budget Cuts					Increases the probability that additional funds will be requested when the B-Budget is exhausted. Fewer funds available for high cost repairs such as large number of pairs of copper cable damaged due to water in a manhole (600 pair of copper) or a fiber cable feeding an entire section of campus - such as when rats chewed through the cable that fed the PE complex at Foothill. Currently testing copper pairs for the Police telecommunications systems at De Anza. The cost of the testing and any repairs are funded from B-Budget.
		Total Savings	1,409,222					
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Positions proposed for elimination

Positions proposed for elimination but escrowed for 10/11-Escrow II

Positions proposed for contract reduction but escrowed for 10/11-Escrow II

Position w/Contract Reductions

Reassignment to Other Funds

2010/11 Foothill Proposed Reductions as of 2/09/10

Count	Unit	FH Summary 2-09-10	updated 2/17/10 3:35pm	Position Number	Reduction in Contract (%)	Fund Redirect (%)	Fund Redirect	Impact
		Department	Position Title					
Cuts/position elimination 7/01/10								
1	FA	Fine Arts/Radio	INSTRUCTOR	150230	100%			work goes away, vacant position reassigned to another program--no reduction in FTE
1	ACE	LIB	LIBRARY TECHNICIAN, SENIOR	130070	100%			not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	EVE	ADMINISTRATIVE ASSISTANT I	130101	100%			not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	CTIS	DIVISION ADMINISTRATIVE ASST	130295	100%			not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	OUTR	DIVISION ADMINISTRATIVE ASST	130465	100%			not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	Counseling	DIVISION ADMINISTRATIVE ASST	130305	100%			Reassigned work is going to Suzanne Yamata (Admin Asst I) also in Counseling & Matriculation under Laureen Balducci.
1	ACE	PE & Human Perf	FACILITIES & EQUIPMENT ASST	130003	100%			Work will be distributed and reduced to 1 Facilities & Equipment Assistant.
1	ACE	Admissions & Records	CASHIER, SENIOR	130220	100%			Work will be distributed to Pat Woods, Cashiering Services Coordinator, and other A&R staff. Hours have been reduced.
1	ACE	Instruction & Institutional Research	DIVISION ADMINISTRATIVE ASST	130063	100%			Duties to be redistributed to Bill Frankeberger, Executive Assist, Student Affairs & Activities & Darya Gilani, Administrative Asst, Sr. in Instruction & Institutional Research. Some work to go away.
Escrow II Cuts/ Position Elimination								
1	Superv	Admissions & Records	ADMISSIONS & RECORDS SUPV	120130	100%			Henry Jung's name struck. Substituted with Roland Amit's name. A&R Evening Hours have been reduced as will work performed in this position.
1	ACE	Library	LIBRARY TECHNICIAN, SENIOR	130108	100%			Redistribute duties between remaining Senior Library Technicians.
1	ACE	Outreach/Allied Hlth	OUTREACH SPECIALIST	130230	100%			Grant funded activities will cease per end of grant. Other activities will be absorbed by 3 remaining outreach specialists.
1	ACE	Tutorial Center	ADMINISTRATIVE ASSISTANT I	130415	100%			
1	ACE	Computers Tech & Info	INSTRUCTIONAL ASSOCIATE	130208	100%			A portion of duties redistributed.
1	ACE	Radio	RADIO STATION COORDINATOR	134826	100%			
1	ACE	Biol & Allied Hlth Div	DIVISION ADMINISTRATIVE ASST	130080	100%			Charlie McKellar, Program Coordinator II, Middlefield, will be reassigned to Foothill and will take on program coordination & lower level scheduling administrative duties. Some work to go away (ie. Middlefield duties).
1	ACE	Computers Tech & Info	LABORATORY TECHNICIAN	130212	100%			A portion of duties reassigned to Mario Ramos, Instructional Computer Laboratory Administrator.
1	ACE	Music Performance	PERF ARTS COORD & ACCOMPANIST	130100	100%			Performing Arts coordinator responsibilities will be reassigned to the Theatre & Fine Arts Assistant & Accompanist responsibilities will be assigned to vacant permanent part time hourly classified Accompanist position
1	ACE	Dental Assisting/Dental Hygiene	ADMINISTRATIVE ASSISTANT I	130275	100%			Kerry West, Admin Assist I, Biological & Health Sciences Division, to take on clinic duties and continue with Dental Hygiene & Dental Assisting applications process per job description.
1	ACE	Computers Tech & Info	INSTRUCTIONAL ASSOCIATE	130008	100%			A portion of duties may be redistributed.
Escrow II / Contract Reduction								
1	ACE	Photography	LABORATORY TECHNICIAN, PHOTO	130470	50%			Reduction in services?
1	ACE	IDEA Lab-Fine Arts	INSTRUCTIONAL ASSOCIATE	130178	40%			Reduction in services?
Fund Redirect 7/01/10								
1	ACE	IEDR	ADMINISTRATIVE ASSISTANT I	130048		10%	15	not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	TEST	ASSESSMENT SPECIALIST	130151		92%	21	not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	STSA	SECRETARY	130630		100%	28	not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	STSA	PROGRAM COORDINATOR I	130410		25%	28	not part of \$10.5M cuts, cuts to correct FH B budget imbalance
1	ACE	International Pgrms	ADMINISTRATIVE ASSISTANT I	134520		100%	15	Reassigned to fund 15 program account.
Other:								
			1320 Pushout due to move of counselors from Fund 22 and 21 to Fund 14					
			Cost of reassigning counselors and manager from Funds 21 and 22 to fund 14					
			Savings associated with reduction in contract (11 mo to 10 mo) for 2 faculty positions reassigned from Fund 22					

2010/11 Foothill Proposed Reductions as of 2/09/10

Count		FH Summary 2-09-10	updated 2/17/10 3:35pm	Position Number	Reduction in Contract (%)	Fund Redirect (%)	Fund Redirect	Impact
	Unit	Department	Position Title					
	ACE	Music Performance	PERFORMANCE CLASS ACCOMPANIST	TBA				existing vacant position approved and initially funded from KCI Foundation account
			Reduction of B in F14 related to categorical distribution					
			Additional B Budget reduction to cover Fund redirects from categorical programs					
Categorical Programs								
Cuts/position elimination 7/01/10								
1	ACE	Adaptive Learning & Disability Services	ADMINISTRATIVE ASSISTANT I	130096				Work will be reduced and distributed to staff in Adaptive Learning Division.
1	ACE	Adaptive Learning & Disability Services	ADAPTIVE LEARNING ASSISTANT II	134801				Program elimination. Work goes away.
1	ACE	Adaptive Learning & Disability Services	ADAPTIVE LEARNING ASSISTANT II	134805				Program elimination. Work goes away.
1	ACE	Testing	TESTING TECHNICIAN	130638				Vacant position. Work has been re-distributed to Testing staff.
1	FA	Adaptive Learning & Disability Services	INSTRUCTOR	150169		vacant position will be redirected to F14		REACH Program elimination. Work goes away. Vacant position will be reassigned to Fund 14--no reduction in FTE
Contract Reduction 7/01/10								
1	ACE	Adapt Lrng & Disabl Svcs	ALTERNATIVE MEDIA SPECIALIST	130344	25%			Work reduced by 25%
Fund Redirect 7/01/10								
1	FA	Counseling	COUNSELOR	150041		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150071		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	ATHLETICS COUNSELOR	158875		7%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150058		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150027		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	158803		7%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150188		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150044		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150149		75%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150191		99%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Adaptive Learning & Disability Services	INSTRUCTOR	150254		35%	14	Sped funding slashed.
1	FA	Counseling	COUNSELOR	150185		4%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150400		50%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Adaptive Learning & Disability Services	INSTRUCTOR	158876		100%	14	Reassigned from Special Ed instruction to PE.
1	FA	Counseling	TRANSFER/ARTICULATION COUNSLR	158874		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Adaptive Learning & Disability Services	COUNSELOR	150405		100%	21	Sped funding slashed.

2010/11 Foothill Proposed Reductions as of 2/09/10

		FH Summary 2-09-10	updated 2/17/10 3:35pm					
Count	Unit	Department	Position Title	Position Number	Reduction in Contract (%)	Fund Redirect (%)	Fund Redirect	Impact
1	FA	Counseling	COUNSELOR	158873		7%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150271		80%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150074		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150065		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150252		5%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Counseling	COUNSELOR	150269		30%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
1	FA	Adapt Lrng & DisAbl Svcs	INSTRUCTOR	150005		73%	14	Work goes away
1	FA	Adapt Lrng & DisAbl Svcs	INSTRUCTOR	150017		100%	14	Work goes away
1	AMA	Counseling	DEAN, COUNSELING & MATRIC (FH)	110038		58%	14	Matric cuts require B funds to be used. no part time counselors & fewer hours in tutorial
Other:								
			Cost of reassigning counselor from Funds 22 to fund 21					
			Program reductions due to state cuts					
			Program reductions due to state cuts					
			Program reductions due to state cuts					
		Total Savings	4,923,858					
58								

Positions proposed for elimination

Positions proposed for elimination but escrowed for 10/11-Escrow II

Position w/Contract Reductions

Positions w/contract reductions but escrowed for 10/11-Escrow II

Reassignment to Other Funds

not part of \$10.5M cuts, cuts to correct FH B budget imbalance

De Anza 2010-11 Proposed Reductions

Count	Unit	Department	Position Title	Position Number	Reduction in Contract (%)	Fund Redirect (%)	Fund Redirect	Impact
			Cuts/position elimination					
1	ACE	PSYC/3	INSTRUCTIONAL ASSOCIATE	230127				Negative impact on retention, success, enrollment and productivity in large psych classes.
1	ACE	ADMI/2	VETERANS PROGRAM COORDINATOR	230079				Tasks have been assigned among other A & R employees.Reduction in services to most needy students.
1	ACE	HIST/3	INSTRUCTIONAL ASSOCIATE	230132				Negative impact on retention, success, enrollment and productivity in large history classes.
1	ACE	TCPP/2	PROGRAM COORDINATOR II	230253				Elimination of career services.
1	ACE	CAOS/3	INSTRUCTIONAL ASSOCIATE	230182				Loss of testing student support two dozen lab-related courses. Probable earlier closure of student technology lab.
1	ACE	ISP/COUN/2	ADMISSIONS & RECORDS ASSIST	230612				Longer wait for service in Adm & Records.
1	ACE	BIOL/3	PROGRAM COORDINATOR I	230260				Elimination of complete Cooperative Education Program
1	ACE	SSC/3	READINESS TEACHING ASST I	234889				REORGANIZATION OF STUDENT SUCCESS CENTER (SCS): Students will not receive the benefits of a co-requisite course in which they receive additional writing, reading, and ESL assistance. A major reorganization of the Student Success Center aims to still meet some of the students' needs in alternative ways.
1	ACE	SSC/3	INSTRUCTIONAL ASSOCIATE	230307				"
1	ACE	SSC/3	TUTORIAL CENTER ASSOCIATE	234503				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234842				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234847				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234850				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234881				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234856				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234858				"
1	ACE	SSC/3	INSTRUCTIONAL ASSOCIATE	230204				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234862				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234866				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234868				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234843				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234849				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234872				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234874				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234876				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234859				"
1	ACE	SSC/3	INSTRUCTIONAL ASSOCIATE	230024				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234882				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234896				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234851				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234840				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234885				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234848				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234883				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234898				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234886				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234888				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234852				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234892				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234893				"

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1	ACE	SSC/3	READINESS TEACHING ASST I	234853				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234854				"
1	ACE	SSC/3	READINESS TEACHING ASST I	234870				"
1	ACE	SSC/3	READINESS TEACHING ASST II	234899				"
1	ACE	TECH/1	PRODUCTION OPERATIONS COORD	230574				Lost of technology services to faculty & staff.
1	ACE	APTE/3	DIVISION ADMINISTRATIVE ASST	230078				Lost of support services to applied technology faculty & staff.
1	ACE	SSC/3	READINESS TEACHING ASST I	234887				See SCS impact above.
1	ACE	SSC/3	READINESS TEACHING ASST I	234890				See SCS impact above.
1	ACE	SSC/3	READINESS TEACHING ASST I	234891				See SCS impact above.
1	ACE	SSC/3	READINESS TEACHING ASST I	234894				See SCS impact above.
1	ACE	SSC/3	READINESS TEACHING ASST I	234895				See SCS impact above.
1	ACE	SSC/3	READINESS TEACHING ASST II	234864				See SCS impact above.
1	AMA	DSS/2	DEAN, SPECIAL ED & APPLIED TECH	210040				More responsibilities placed on existing dean.
1	CSEA	GRND/1	GROUND GARDENER IV	230473				Care of grounds will suffer.
1	CSEA	GRND/1	GROUND GARDENER II	230559				Care of grounds will suffer.
			Escrow II/positions designated for elimination					
1	ACE	CLIF/2	ADMINISTRATIVE ASSISTANT I	230029				Direct reduction in services in student activities.
1	TEAM	TSTG/2	ASSESSMENT CENTER SUPERVISOR	230030				Reduction of services in assessment.
1	TEAM	CIS/3	COMPUTER LAB SUPERVISOR	220301				Loss of student support for 21 lab-related courses. Probable earlier closure of student technology lab.
1	ACE	PHSC/3	DIVISION ADMINISTRATIVE ASST	230042				Division serves largest number of students at De Anza; Division includes math and laboratory sciences and processes large number of waiver requests, confidential complaints, and special problems surrounding required math courses, as well as special purchasing and budget activities associated with complex laboratory equipment and supplies. Division Assistant also provides strong student interaction/support, providing information and assisting in recruitment, scheduling, and coordination of special math programs such as Math Performance Success and enableMath. Division can only provide bare minimum of direct student support without this position.
1	ACE	ELIT/3	LEARNING LAB/STUDENT PUBL ASST	230248				Loss of evening open lab hours and instructional support for 19 classes, instructional technology support for journalism program and La Voz, the student newspaper.
1	ACE	AR/2	ADMISSIONS & RECORDS ASSIST	230360				Reduction in services in Adm & Records.
1	ACE	PHYS/3	LABORATORY TECHNICAL, PHYSICS	230655				Loss of support for physics laboratory preparations, and for equipment specification, purchase, maintenance, and inventory; loss of support for engineering club, inter-collegiate robotic competition, and other student activities that encourage technical career and degree recruitment, especially among underserved populations.
1	ACE	ADMI/2	ADMISSIONS & RECORDS ASSIST	234512				Longer wait for service in Adm & Records.
1	ACE	PE/3	FACILITIES & EQUIPMENT ASST	250283				Increased liability in locker room. Instructors must set up and take down gyms for classes (impacts instruction time). No one to repair or restock PE equipment
			Escrow II/ Contract Reduction					
1	ACE	PE/3	PE/Wellness Assistant	230530	50%			May not be able to make up difference in salary and benefits in fund 15 because its hard to sell memberships when equipment is old and breaking down constantly. New equipment is not expected for one year. Potential loss of open hours and decreased student enrollment.
			Fund Redirect					
1	ACE	ISP/COUN/2	OFFICE COORDINATOR	230402				Expense transferred to Fund 15.
1	ACE	ASTR/3	PLANETARIUM COORDINATOR	230065				Expense transferred to Fund 15.
1	AMA	DNCS/1	ASSOC. VP, FIN & EDUC. RESOURCES	210053				Expense transferred to Fund 76.
			Other:					
		Creative Arts/3	1320-FTEF REDUCTIONS (VARIOUS CLASSES)					Budget for increased productivity
		IIS/3	1320-FTEF REDUCTIONS (VARIOUS CLASSES)					Budget for increased productivity
			1320 reduction-Student Success Center					Faculty returning to classroom. Savings in 1320.

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			Reassigned Time Reduction					Letha to get back to Bernata
		LEARNING RES/3	REORG OF STUDENT SUCCESS CENTER-new positions (9) are being developed based on needs and work of DARE taskforce					
			Categorical Programs					
Cuts/position elimination								
1	ACE	EOPS/2	PROGRAM COORDINATOR II	230240				Students will need to wait longer for service.
1	ACE	EOPS/2	OFFICE ASSISTANT	230191				Longer lines, difficulty scheduling appointments.
1	ACE	FINAID/2	FINANCIAL AID OUTREACH ASST	232216				Although position eliminated, savings will need to be expended on other program needs (mandated program)
1	ACE	FINAID/2	FINANCIAL AID OUTREACH ASST	232222				Although position eliminated, savings will need to be expended on other program needs (mandated program)
1	FA	HTC/2	TRAINING SPECIALIST	252205				Reduction in services.
1	ACE	HOPE/2	INSTRUCTIONAL ASSOCIATE	230010				Reduction in support to disabled students.
1	ACE	HOPE/2	INSTRUCTIONAL ASSOCIATE	230140				Reduction in support to disabled students.
Escrow II								
1	ACE	COUN/2	ADMINISTRATIVE ASSISTANT, SR	230097				Reduction in support to Dean of counseling.
1	ACE	TSTG/2	TESTING TECHNICIAN	230128				Loss of staff who serve students directly.
1	ACE	EOPS/2	EOPS SERVICE COORDINATOR	230162				Reduction in recruitment, matriculation, advising.
Other:								
		Fin Aid/2	Financial Aid					Reduction in resources available for applicants.
		OTI/3	Occupational Training Institute (Self Sustaining Program)					Reduction in support services to students.
		HTTU/2	High Tech Training Unit					Reduction in resources for training.
		Learning Res/3	De Anza College Library					Reduction in technology & software for Library.
		AUTO/3	Auto Tech Program /Aprenticeship					Reduction in apprenticeship services.
		CDC/1	Child Development Center (Self Sustaining Program)					Reduction of TEA's; Increased Private Clients.
		Staff Diversity/3	Staff Diversity					Reduction in resources for students.
		Artic Office/2	Articulation Office					Reduction in resources for students.
		Instruction/3	Instructional Programs					Use Measure C Dollars.
		DSS/2	Disabled Student Services					Reduction in resources for students.
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Positions proposed for elimination

Positions proposed for elimination but escrowed for 10/11-Escrow II

Positions proposed for contract reduction but escrowed for 10/11-Escrow II

Position w/Contract Reductions

Reassignment to Other Funds