

## **Board of Trustees Agenda Item**

**Board Meeting Date:** April 5, 2010

**Title of Item: Human Resources Report**

### **Background and Analysis:**

The Human Resources report is presented for Board Approval. The report reflects the personnel actions in the following categories: new hires, new positions, promotions, reassignments, reclassifications, separations, 39 month re-employment, permanent contract changes, professional growth awards, service recognition awards and longevity awards.

### **Recommendation:** (specify if information only)

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

Submitted by:	Dorene Novotny, Vice Chancellor of Human Resources & Equal Opportunity
Additional contact names:	
Is backup provided?	Yes

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES BOARD ITEMS - APRIL 5, 2010**

**TO: THE BOARD OF TRUSTEES**

**RECOMMENDATION - ACTION: APPROVE THE FOLLOWING EMPLOYMENT ACTIONS**

**NEW HIRES**

<b>Employee Name</b>	<b>Date</b>	<b>Level &amp; Step</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
None					

**NEW HIRES - CLASSIFIED HOURLY EMPLOYEES**

<b>Employee Name</b>	<b>Date</b>	<b>Level &amp; Step</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
None					

**NEW POSITIONS**

<b>Job Title</b>		<b>Level</b>	<b>Position Number</b>	<b>Months - FTE</b>	<b>Funding Source</b>	<b>Division</b>	<b>Campus</b>
Instructional Support Technician, Discipline	3-23-2010	45	230710	11 Months	14	Learning Resources	DA
Instructional Support Technician, Discipline	3-23-2010	45	230715	11 Months	14	Learning Resources	DA
Instructional Support Technician, Discipline	3-23-2010	45	230720	11 Months	14	Learning Resources	DA
Instructional Support Technician, Discipline	3-23-2010	45	230725	11 Months	14	Learning Resources	DA
Instructional Support Technician, Discipline	3-23-2010	45	230730	11 Months	14	Learning Resources	DA
Instructional Support Coordinator	3-23-2010	46	230735	12 Months	14	Learning Resources	DA
Custodian I	3-16-2010	35	230740	12 Months	28	Finance & Educational Resources	DA
Custodian I	3-16-2010	35	230740	12 Months	28	Finance & Educational Resources	DA

\*Supervisory Unit

Prepared By Kristine Lestini  
March 25, 2010

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES BOARD ITEMS - APRIL 5, 2010**

**PROMOTIONS**

Employee Name	Date	Level & Step	Position Title	Division	Campus
Atkins, John	4-06-2010	50 B	Workstation & Systems Support Technician I	Educational Technology Services	CS
		45 B	Laboratory Technician	Biological & Health Sciences	FH
Chao, Nancy	4-06-2010	53 G	Cashiering Services Supervisor*	Education Resources & College Operations	DA
		66 A	Payroll Supervisor*	Business Services	CS

**REASSIGNMENTS**

Employee Name	Date	Level & Step	Job Title	Division	Campus
None					

**RECLASSIFICATIONS**

Employee Name	Date	Level & Step	Position Title	Division	Campus
Vacant Position	3-25-2010	48.00	Employment and Classification Coordinator	Human Resources & Equal Opportunity	CS
		46.00	Human Resources Technician I	Human Resources & Equal Opportunity	CS

**ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES:**

Employee Name	Date	Years Of Services	Job Title	Division	Campus
Bell, Laura	6-30-2010	30.50	Instructional Associate	Language Arts	DA
Delgado, Gilbert	6-30-2010	37.00	Campus Maintenance Coordinator	Operations	CS
Garza, Daniel	3-03-2010	8.00	Mobility Assistant/Van Driver	Adaptive Learning Division & Disability Services	FH
Hamilton, Agnes	2-26-2010	11.00	Custodian II	College Services	DA
Karra, Shyamala	4-01-2010	2.50	Administrative Assistant I	Chancellor's Office	CS
Kasraie, Kim	3-25-2010	2.00	Readiness Teaching Assistant I	Language Arts	DA
Marti, Suba	2-26-2010	0.80	Program Supervisor	Physical Sciences, Math & Engineering	DA
Williams, James	6-30-2010	45.50	Lead Mechanic	Operations	CS

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**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
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**39 MONTH RE-EMPLOYMENT**

<b>Employee Name</b>	<b>Effective Date</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
None				

**PERMANENT CONTRACT INCREASES**

<b>Employee Name</b>	<b>Date</b>	<b>Change</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
None					

**PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)**

<b>Employee Name</b>	<b>Date</b>	<b>Number Of Awards</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
None					

**PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)**

<b>Employee Name</b>	<b>Date</b>	<b>Number Of Awards</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
Almasi, Maziar	4-01-2010	4	Instr Computer Lab Admin	Middlefield Campus	FH
Edman, Susan	4-01-2010	10	Division Administrative Assistant	Language Arts	DA
O'Malley, Dawna	4-01-2010	4	Financial Aid Assistant	Vice President Student Services	DA
Oeh, Karen	4-01-2010	5	Program Coordinator I	Counseling & Student Services	FH
Vela, Jenny	4-01-2010	6	Instructional Associate	Computers, Technology & Information Systems	FH

**SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)**

<b>Employee Name</b>	<b>Date</b>	<b>Number Of Awards</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
Dunham, Scott	4-01-2010	2	Construction Laborer I	Operations	CS
Durham Jr., Gerald	4-01-2010	5	Journey - Plumber	Operations	CS
Gurrola, Andy	4-01-2010	3	Lead Construction Laborer	Operations	CS
Li, Li Ye	4-01-2010	1	Journey - HVAC	Operations	CS

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**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES BOARD ITEMS - APRIL 5, 2010**

**LONGEVITY AWARDS**

<b>Employee Name</b>	<b>Date</b>	<b>Years Of Service</b>	<b>Monthly Amount</b>	<b>Job Title</b>	<b>Division</b>	<b>Campus</b>
Almasi, Maziar	4-01-2010	8	130	Instr Computer Lab Admin	Middlefield Campus	FH
Gill, Nancy	4-01-2010	23	590	Instructional Associate	Language Arts	FH
Gillett, David	4-01-2010	8	130	Systems & Network Programmer, Senior	Educational Technology Services	CS
Miller, Carole	4-01-2010	13	270	Accountant	Operations	CS
Mitchell, Stephen	4-01-2010	18	420	Program Coordinator II	Student Affairs & Activities	FH
Munson, Kathleen	4-01-2010	13	270	Library Technician, Senior	Library Services	DA
Stenger, Jan Annette	4-01-2010	23	590	Exec Asst - President's Office	President's Office	FH
West, Kerry	4-01-2010	13	270	Administrative Assistant I	Biological & Health Sciences	FH

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resources and Equal Opportunity**

Report on Short Term Employees - April 5, 2010

**RATIFICATION**

**SEASONAL**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Gillespie, Rani	15	Assistant Coach	2-08-2010	2-28-2010	Physical Education & Human Performance	FH
Huynh, Hieu	14	Administrative Support IV	3-17-2010	6-30-2010	Human Resources	CS
Mauer, Deanna	15	Assistant Coach	2-08-2010	2-28-2010	Physical Education & Human Performance	FH

**SHORT TERM**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Ghamrawi, Abdul J	14	Technical Support II	3-08-2010	6-30-2010	Applied Technologies	DA
Quach, Thuy	14	Technical Specialist	3-01-2010	6-30-2010	Human Resources	CS
Robinson, Amanda	14	Technical Specialist	4-01-2010	5-15-2010	Human Resources	CS

**SHORT TERM (45 DAYS)**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Atkins, John	14	Laboratory Technician	3-31-2010	4-05-2010	Biological & Health Sciences	FH
Hoppe, Eric	14	Specialist II	4-01-2010	4-30-2010	Biological & Health Sciences	FH
Wu, Gloria	14	Professional Expert	3-26-2010	6-30-2010	Business Services	CS

**APPROVAL**

**SEASONAL**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Bland, Samuel	26	Assistant IV	4-06-2010	6-30-2010	Child Development	DA
Kohan, Michelle	14	Coordinator I	4-06-2010	6-30-2010	Krause Center for Innovation	FH
Mansouri, Karim S	14	Coordinator I	4-06-2010	6-30-2010	Krause Center for Innovation	FH
Sakurai, Mamiko	26	Assistant IV	4-06-2010	6-30-2010	Child Development	DA

**SHORT TERM**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Hudspeth, William	21	Coordinator II	4-06-2010	6-30-2010	Biological, Health & Environmental Sciences	DA
Le, Anthony	14	Administrator Support II	4-06-2010	6-30-2010	Intercultural/International	DA
Nojadera, Bernard	21	Specialist II	4-12-2010	6-30-2010	Adaptive Learning	FH
Stroman II, McTate M	14	Assistant V	4-06-2010	6-25-2010	Student Services	DA
Thai, Minh	14	Administrator Support III	4-06-2010	6-30-2010	Student Services	DA

**SHORT TERM (45 DAYS)**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Bhide, Marcia	14	Specialist II	4-06-2010	5-30-2010	Biological & Health Sciences	FH
Wu, Gloria	14	Professional Expert	7-01-2010	12-31-2010	Business Services	CS

**ALLIED HEALTH PROFESSIONALS**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Eytchison, Bethany	21	RN Program Support	4-06-2010	6-26-2010	Biological, Health & Environmental Sciences	DA
Mirenda, Donna	21	RN Program Support	4-06-2010	6-26-2010	Biological, Health & Environmental Sciences	DA
Perrone, David	14	Specialist I	4-06-2010	6-30-2010	Biological & Health Sciences	FH
Yenner, Jillian	21	RN Program Support	4-06-2010	6-26-2010	Biological, Health & Environmental Sciences	DA

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resources and Equal Opportunity**

**Report on Short Term Employees - April 5, 2010**

**EDUCATIONAL AGREEMENTS (INSTRUCTION)**

<b>Employee Name</b>	<b>Fund</b>	<b>Title</b>	<b>Start Date</b>	<b>End Date</b>	<b>Division</b>	<b>Campus</b>
Baumert, Oksana	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Chang, Huichieh	14	Short Course Instructor	4-06-2010	6-25-2010	Creative Arts	DA
Constant, Stephanie	15	Short Course Instructor	4-12-2010	5-27-2010	Physical Education & Human Performance	FH
Fankhauser, Anna B	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Ford, Jacqueline A	14	Short Course Instructor	4-06-2010	6-25-2010	Creative Arts	DA
Karimi, Pantea	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Kurtyka, John	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Larson Locore, Marlene	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Leong, Lisa	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Malan, Janet L	14	Short Course Instructor	4-06-2010	6-25-2010	Creative Arts	DA
Regua, Ernest	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Sanchez, Lydia	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA
Tabanao, Sabrina	15	Community Services Instructor	4-14-2010	6-30-2010	Community Education	DA
Takara, Corinne O	14	Short Course Instructor	4-06-2010	6-25-2010	Creative Arts	DA
Unpingco, Elizabeth	14	Short Course Instructor	4-06-2010	6-25-2010	Creative Arts	DA
Vadeboncouer, Joanne	14	Short Course Instructor	4-06-2010	6-14-2010	Creative Arts	DA

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES

MARCH 25, 2010

New Part-Time Faculty Board List  
2009-2010

NAME	DIVISION	CMP	SALARY SCHEDULE
<b>WINTER 2010</b>			
ANDERSON, COLLEEN R	NON-CREDIT	FH	D010A
BRODSKAYA, MARINA	NON-CREDIT	FH	D030E
<b>SPRING 2010</b>			
BURR, MIMOSA ST CLAIR	PHYSICAL SCIENCES, MATH & ENGINEERING	FH	D020A
FLEMING, PATRICK E	PHYSICAL SCIENCES, MATH & ENGINEERING	FH	D050E
MOSSMAN, CRAIG JAMES	PHYSICAL SCIENCES, MATH & ENGINEERING	FH	D050A
RODRIGUEZ, NATALIE J	COUNSELING	DA	D020D
SHALES, PAULA C	COMPUTERS, TECHNOLOGY & INFORMATION SYSTEMS	FH	D010A
WILLAHAN, DUANE E	BUSINESS & SOCIAL SCIENCES	FH	D020E
WOODBURY, ERIK D	PHYSICAL SCIENCES, MATH & ENGINEERING	FH	D050B