

## **Board of Trustees Agenda Item**

**Board Meeting Date:** May 3, 2010

**Title of Item:** Personnel Items

### **Background and Analysis:**

*Position:* Dean, Learning Resources  
*College:* De Anza College  
*Division:* Instruction  
*Action:* **Approve New Classification**  
*Effective Date:* May 4, 2010 # of Months: 12  
*Compensation:*  
*Comments:* In accordance with Chapter XI of the Administrators Handbook

*Name:* **Marie Fox Ellison**  
*Position:* Executive Director  
*College:* Central Services  
*Division:* FHDA Community College Foundation  
*Action:* **Resignation**  
*Effective Date:* May 7, 2010

*Name:* **Ruth L. Jones**  
*Position:* Instructor  
*College:* De Anza  
*Division:* Child Development & Education  
*Action:* **Resignation for purpose of retirement under Article 19**  
*Effective Date:* June 25, 2010

*Name:* **Juliana Kang-Robinson**  
*Position:* Instructor  
*College:* De Anza  
*Division:* Creative Arts  
*Action:* **Unpaid Leave of Absence**  
*Effective Date:* May 25, 2010 through June 24, 2011

*Name:* **Robin Latta-Lyssenکو**  
*Position:* Associate Director, Development  
*College:* Central Services  
*Division:* Foundation  
*Action:* **Working out of classification**  
*Effective Dates:* May 7, 2010 through September 30, 2010  
*Compensation:* Range H, Step 1 @ \$7,733.95/month

*Name:* **Christina Lopez-Morgan**  
*Position:* Instructor  
*College:* De Anza  
*Division:* Child Development & Education  
*Action:* **Resignation for purpose of retirement under Article 19 and Article 20**  
*Effective Date:* June 25, 2010

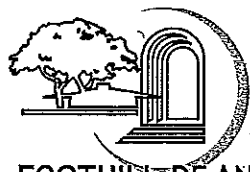
*Name:* **Eloise J. Orrell**  
*Position:* Interim Vice President  
*College:* Foothill College  
*Division:* Instruction & Institutional Research  
*Action:* **Interim Assignment**  
*Effective Date:* July 1, 2010 through June 30, 2011

*Name:* **Randolph Splitter**  
*Position:* Instructor  
*College:* De Anza  
*Division:* Language Arts  
*Action:* **Change load from 0.6 to 0.625 under Article 18**  
*Effective Date:* AY 09-10

**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 FOUNDATION

12345 El Monte Road • Los Altos Hills, CA 94022-4599 • Tel. (650) 949-6230 • Fax (650) 949-6108

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President-Foothill

Brian Murphy  
President-De Anza

Marie Fox Ellison  
Executive Director

The mission of the  
Foothill-De Anza  
Community Colleges  
Foundation is to raise and  
invest funds to support the  
educational excellence of  
Foothill and De Anza colleges

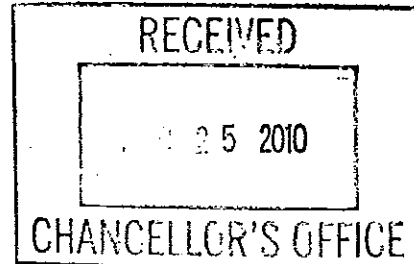
[www.foundation.fnda.edu](http://www.foundation.fnda.edu)

Tax exempt 501(c)(3)  
Public Benefit Corporation

#94-3258220

March 25, 2010

Dr. Linda Thor, Chancellor  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, CA 94022



Dear Linda,

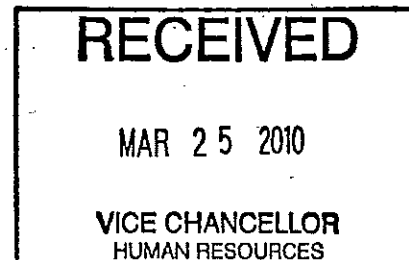
I am resigning my position as Executive Director of the Foothill-De Anza Community College Foundation. My last day will be May 6, 2010.

I am sorry to be leaving, and sorry to miss the chance to work with you. I think that would have been an enjoyable experience. But the call to go to work in jeans and boots, and even pick up manure occasionally, is just too great at this time in my life.

I am available to help out in any way you might need it.

All the best,

Marie Fox Ellison  
Executive Director



RUTH L. JONES

RECEIVED

APR 16 2010

DE ANZA COLLEGE  
PRESIDENT'S OFFICE

April 5, 2010

President Brian Murphy  
DeAnza College  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014

Dear President Murphy,

I am writing to you in order to submit my resignation from the District for the purpose of retirement. The effective date will be the last day of this academic year, June 25, 2010. At the same time, I am requesting that an employment contract for post-retirement service be issued to me, under the provisions of Article 19 of the District Agreement.

My teaching career, at both Foothill and DeAnza, has been extremely rewarding. Evidence of that is apparent in my desire to continue teaching, even during my retirement. I am very fortunate to have been employed all these years by such an exceptional school district.

Under the Article 19 contract I plan to continue my teaching at the Child Development Center. I have discussed this informally with my supervisor, Naoko Harada, so she is aware of my intentions. In addition, I also hope to continue my work as a part-time instructor in the Business and Social Science Division at Foothill College. My dean there, John Mummert, has been notified as well.

Sincerely,

*Ruth L. Jones*

Ruth L. Jones

*Let's Janperin*  
4/19/2010

I have read and received a copy of this letter: \_\_\_\_\_

Date: 4-13-2010

*Naoko Harada*  
Naoko Harada, Director

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APR 21 2010

VICE CHANCELLOR  
HUMAN RESOURCES

Juliana Kang-Robinson

President Brian Murphy  
De Anza College  
21250 Stevens Creek Boulevard  
Cupertino, CA 95014

April 9, 2010

Dear Brian,

I hope you are well and your Spring quarter is off to a good start. I am writing to request an unpaid leave of absence from May 25, 2010 through June 30, 2011. Unfortunately this request could not be submitted any earlier due to an unforeseen emergency. My husband's company just gave sudden notice of relocating him to New Jersey. Due to our newborn daughter, Kite, it makes it difficult to be separated as a family, as well as unworkable from a child rearing and care taking perspective. I hope that we can join him as soon as possible.

My husband and I will only be in New Jersey temporarily. De Anza has become a second family for me and I have every intention of returning to my position. I will work with the Creative Arts Division dean and Art department colleagues to ensure as smooth a transition as possible. I look forward to hearing back from you soon.

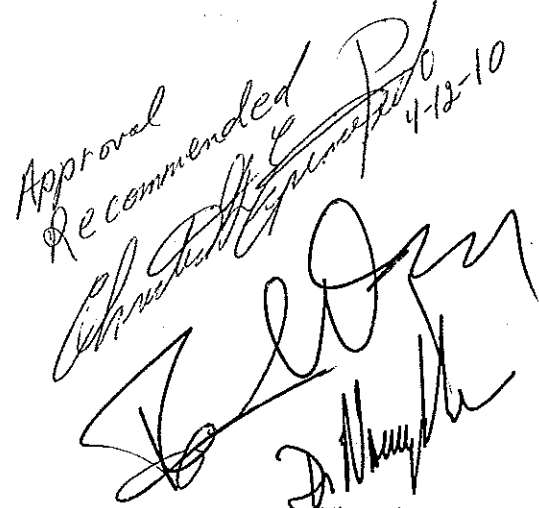
Thank you for your consideration.

Sincerely,



Juliana Kang-Robinson  
Instructor of Painting & Drawing  
Creative Arts Division

CC: Christina Espinosa-Pieb, Nancy Canter

Approval  
Recommended  
Christina Espinosa-Pieb  
4-12-10  


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APR 21 2010

VICE CHANCELLOR  
HUMAN RESOURCES

DE ANZA COLLEGE  
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APR 12 2010

VICE PRESIDENT  
INSTRUCTION

## **ASSOCIATE DIRECTOR DEVELOPMENT (INTERIM)**

### **POSITION PURPOSE**

Reporting to the Chancellor and working with the FHDA Foundation Board, college leadership, faculty and staff, provide administrative leadership for the Foundation, steward the Foundation's fiscal investments, budget and gift giving, and maintain support for the Foundation Board of Directors and gift solicitation, giving and fund management activities.

### **NATURE and SCOPE**

The Associate Director of Development manages the administrative operations of the FHDA Foundation and related activities for the Foundation Board of Directors.

### **KEY DUTIES and RESPONSIBILITIES**

- Manage the daily administrative operations of the Foundation; supervise staff and volunteers.
- Supervise the financial accounting system for Foundation fiscal activities; create a variety of reports/analyses for different forums: gather data, formulate assumptions, analyze trends and suggest solutions.
- Oversee Foundation investment strategies and policies.
- Manage the Foundation's assets and disbursements; manage the endowment.
- Prepare all necessary reports as required by law and ensures that the annual audit is completed.
- Prepare and administer the annual budget to support the fundraising activities in accordance with District policies and procedures.
- Assist the Chancellor with maintaining a public relations program to increase awareness and build support for college goals, programs, services and activities; may represent the district in contacts with donors and potential donors.
- Provide an active communication linkage between the colleges about the Foundation's goals and activities.
- With Foundation and Chancellor, college and district leadership, support key programs and priorities.
- Maintain and support donor information on Foundation database.
- Provide solicitation strategies for the Chancellor, Foundation, college, and district leadership.
- Assure support for Chancellor's schedule of visits and solicitation to meet annual goals.
- Plan and staff Foundation-related meetings and events.
- Manage support for Chancellor, Foundation Board and college leadership for development of alumni and parent programs and activities that will lead to increased affiliation with the College.
- Identify, recruit, train, and staff fundraising volunteers.
- Work as a member of the Foundation team to advance the Foundation's efforts to provide much needed private support for the entire district.
- Stay current on local and regional fundraising trends and climate as well as federal and state tax laws and regulations.
- Assist in the development of fundraising projections and forecasts for the foundation; collaborate with the Chancellor and other Foundation administrators on efforts to move individuals into the ranks of major givers.

- Perform related duties as assigned.
- Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
- Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Fundraising administration and philosophies for an academic organization.
2. Annual giving and direct solicitation administrative support methods and procedures.
3. Budget monitoring and control.
4. Donor database software.
5. Principles of training and providing work direction to others.

### **Skills and Abilities:**

1. Demonstrate 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. Ability to communicate with individuals at all levels, including those with high net worth, demonstrating excellence in interpersonal relations.
3. Effective written and oral presentation skills.
4. Motivate volunteers at all levels of the organization.
5. Ability to coordinate several programs simultaneously.
6. Prepare comprehensive program reports and reviews.
7. Supervise and direct staff.
8. Work well as a key member of the Foundation team.
9. Demonstrate sound judgment in working with donors, volunteers, faculty, staff and administrators.

### **Education and Experience:**

1. Any combination of education and experience equivalent to a Bachelor's degree.
2. Four years of progressively responsible administrative experience in supporting fund-raising in related academic or non-profit setting.
3. Experience interacting with volunteer organizations or equivalent volunteer leadership experience.
4. Experience in higher education environment preferred.

### **Working Conditions:**

1. Typical office environment.

Grade: H

EEO-Category: H11

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MAR 23 2010

DE ANZA COLLEGE  
PRESIDENT'S OFFICE

Board of Trustees  
Foothill-DeAnza Community College District  
12345 El Monte Road  
Los Altos Hills, CA 94022

Christina Lopez-Morgan  
DeAnza College  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014

May 26, 2009

Dear Board of Trustees,

This letter is to inform you that I will be resigning from my position as full time faculty in the Child Development and Education Department at DeAnza College effective June 25, 2010. I have been teaching at DeAnza for twenty-two years. I leave my position with a sense of sadness at no longer being an active part of this great institution and a full partner to the colleagues within my department and division. However, I am grateful for having had the opportunity to serve as a part of this dedicated community of educators.

I am retiring under the provisions of the Early Notice Incentive Program having notified the college on November 6, 2007 of my intention to retire in June 2010. I would like to participate in the Retirement Incentive Program (Article 19) after I retire. I will discuss the specifics of these arrangements with Carolyn Wilkins-Greene, Dean of the Social Sciences and Humanities Division before I retire. I thank you for your support of all of the faculty within the district.

Warm Regards,

*C. A. Lopez Morgan*

Christina Lopez-Morgan

*John Greene*

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MAR 26 2010

VICE CHANCELLOR  
HUMAN RESOURCES



## FOOTHILL COLLEGE

Office of the President

(650) 949-7200, (650) 949-7401 (voicemail)

(650) 948-4244 (fax), [minerjudy@foothill.edu](mailto:minerjudy@foothill.edu)

To: Dorene Novotny

From: Judy Miner 

Date: April 15, 2010

I am requesting an extension of contract for Eloise Orrell, who is serving as Interim Vice President of Instruction & Institutional Research.

The new contract term would extend Eloise as Interim Vice President through June 30, 2011.

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APR 20 2010

VICE CHANCELLOR  
HUMAN RESOURCES

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APR 16 2010

DE ANZA COLLEGE  
PRESIDENT'S OFFICE

April 11, 2010

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 .6 to .625 since my one spring course was changed from a literature course (.1 load factor) to a composition course (.125).

Thank you.

Sincerely,



Randolph Splitter

English Department

De Anza College

*Rowena Tomaneng*  
*4/14/10*  
*Rydia Hew*  
*4/20/10*

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APR 21 2010

VICE CHANCELLOR  
HUMAN RESOURCES