

Board of Trustees Agenda Item

Board Meeting Date: June 21, 2010

Title of Item: Personnel Items**Background and Analysis:**

Name: Martha Carlson
 Position: Internship Coordinator
 Department: Private Sector Internship Program
 Division: Workforce Development and Instruction
 Location: Foothill College
 Action: Employment / 67% position
 Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
 * Compensation: Column III, Step M , \$9,208.95/month (prorated)
 Comments: In accordance with Education Code Section 87470

Name: Randy Claros
 Position: Counselor
 Department: Counseling
 Division: Counseling and Matriculation
 Location: De Anza College
 Action: Employment
 Effective Date: July 1, 2010 through September 30, 2010 # of Months: 3
 * Compensation: Column II, Step B, \$ 5827.63/month
 Comments: In accordance with Education Code Section 87470

Name: Amelia Edwards
 Position: Director / Instructor
 Department: Biology/Health Sciences Division
 Division: Biotechnology
 Location: Foothill College
 Action: Employment
 Effective Date: September 1, 2010
 * Compensation: Column 5 / Step F @ \$7,800.06/month

Name: Diana Fleming
 Position: Instructor
 Department: English
 Division: Language Arts
 Location: De Anza College
 Action: Unpaid leave of absence per Article 16
 Effective Date: January 1, 2011 through December 31, 2011

Name: Lydia Hearn
 Position: Interim Vice President
 Department: Academic Services
 Division: Academic Services
 Location: De Anza College
 Action: Extension of Interim Assignment
 Effective Date: July 1, 2010 through September 15, 2010

Name: Michael J. "Jayme" Johnson
Position: Instructor
Department: High Tech Center Training Unit
Division: Special Education
Location: De Anza College
Action: Employment
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
* Compensation: Column II, Step G, \$ 7,236.52/month
Comments: In accordance with Education Code Section 87470

Name: Kelly Ann Masegian
Position: Internship Coordinator
Department: NASA/AMES Internship & Training Program
Division: Middlefield Campus
Location: Foothill College
Action: Employment / 67% position
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
* Compensation: Column III, Step E, \$6,954.74/month (prorated)
Comments: In accordance with Education Code Section 87470

Name: Steven J. McGriff
Position: Teacher-in-Residence
Department: Krause Center For Innovation
Division: Workforce Development and Instruction
Location: Foothill College
Action: Employment
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 11
* Compensation: Column V, Step K, \$9,208.95/month
Comments: In accordance with Education Code Section 87470

Name: Ellen Willis Miller
Position: Program Developer
Department: Workforce Education
Division: Workforce Development and Instruction
Location: Foothill College
Action: Employment
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
* Compensation: Column II, Step K, \$ 8,363.62/month
Comments: In accordance with Education Code Section 87470

Name: Erica Onugha
Position: Instructor
Department: English
Division: Language Arts
Location: Foothill College
Action: Unpaid leave of absence per Article 16
Effective Date: AY 2010-2011

Name: Jue Thao
Position: Counselor
Department: Counseling
Division: Counseling and Matriculation
Location: De Anza College
Action: Employment
Effective Date: July 1, 2010 through September 30, 2010 # of Months: 3
* Compensation: Column IV, Step B, \$ 6,391.18/month
Comments: In accordance with Education Code Section 87470

Name: Rowena Tomaneng
Position: Interim Dean
Department: English
Division: Language Arts
Location: De Anza College
Action: Extension of Interim Assignment
Effective Date: July 1, 2010 through October 31, 2010

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

MEMORANDUM

TO: Judy Miner, President
FROM: Richard Galope, Vice President, Workforce Development and Instruction
DATE: June 8, 2010
SUBJ: Non-Teaching Faculty Contract Renewal for Fiscal Year 2010-2011

Faculty Contract Renewal is recommended for **Marti Carlson**, Internship Coordinator, with contract modifications as follows:

1. Increase assignment from .52 to .67
2. Duties reorganized. Assigned to coordinate the FHDA Private Sector Internship Program, and will not have any associated duties and responsibilities related to the NASA/Ames Research Center Internship Program. (See Attachment – *Internship Coordinator, Private Sector Internship Program* job description)

JCM
6-8-10

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VICE CHANCELLOR
HUMAN RESOURCES



*Theresa Snapp,
Interim Dean BHS
5/14/10*

*Col. 5
Step F / 6*

*\$ 6672.96/mo
\$7800.06 1mo.*

*J.C. - m.
6-7-10*

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Employment Application

Job #: 10-033			Position Title: Director, Instructor Biotechnology		
Last 4 digits of SSN	Birth Day:	Birth Month:	Name: Amelia S Edwards		
Address:		City:	State:	Zip Code:	Country: USA
Home Telephone:	Work Telephone:	Cell/Other Telephone:	Email Address:		
Can you provide authorization to work in the U.S.? Yes			Are you currently a District employee? Yes		
If a current District employee, select type: Part-Time Faculty					

EDUCATION/TRAINING

Education	Name and Location	Degree	Major Area of Study	If no degree, units earned:
Graduate School	University of California, San Diego La Jolla, CA USA	Ph.D/Doctoral	Biochemistry/ Cell Biology	288 qtr
College / University	California Polytechnic State University, SLO San Luis Obispo, CA USA	Bachelor's Degree	Biochemistry	196 qtr
High School / GED	Mt. Pleasant High School San Jose, CA USA	High School	Honors courses	
		No Response		
		No Response		

EMPLOYMENT HISTORY

Position Title	Employer Name	Primary Responsibilities
Job Title: PT Faculty Dates of Employment: From: September 2000 To: present Supervisor: Name: Dr. Eloise Orrell Title: Dean of BHS at Foothill Phone: 650-949-7730 Employment Type: Part Time 60 % of full time	Employer: Foothill-De Anza District Los Altos Hills , CA USA Phone Number: 650-949-7999 May we contact this employer? Yes If no, when may we contact this employer?	Duties I teach lecture and lab courses in the Biology and Biotechnology departments at Foothill College.
Job Title: Interim BTEC Director Dates of Employment: From: September 2006	Employer: FHDA Community College District Los Altos Hills , CA USA	Duties I was Interim BTEC director for a year while I was also working as a PT faculty member. Dr. Celeste Carter was on a leave and I was asked to carry out all the duties of the BTEC director. This included scheduling of classes, hiring

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VICE CHANCELLOR
HUMAN RESOURCES

To: June 2007 Supervisor: Name: Dr. Shirley Barker Title: Dean of BHS at Foothill Colleg Phone: 650-949-7730 Employment Type: Part Time 60 (including teaching) % of full time	Phone Number: May we contact this employer? Yes If no, when may we contact this employer?	new instructors, curriculum updates, production of brochures/ articles to increase enrollment, etc.
Job Title: Full Time Instructor Dates of Employment: From: September 2001 To: March 2002 Supervisor: Name: Dr. Maryann Pavic Title: Dean of BHS at Foothill Colleg Phone: Employment Type: Full Time 100 % of full time	Employer: FHDA Community College Distric Los Altos Hills , CA USA Phone Number: May we contact this employer? Yes If no, when may we contact this employer?	Duties Dr. Celeste Carter was on leave, and I took over her teaching duties on a full time basis. I taught many different courses in the BTEC and Biology departments.
Job Title: Postdoctoral Fellow Dates of Employment: From: February 1999 To: June 2000 Supervisor: Name: Dr. John Scott Title: Professor Phone: Employment Type: Full Time 100 % of full time	Employer: Oregon Health Sciences Univ Portland , OR USA Phone Number: May we contact this employer? No Response If no, when may we contact this employer?	Duties I was a postdoc in a cell biology lab at the Vollum Institute and duties included lab work, helping train students and technicians and publishing my research.
Job Title: Dates of Employment: From: To: Supervisor: Name: Title: Phone: Employment Type: No Response % of full time	Employer: Phone Number: May we contact this employer? No Response If no, when may we contact this employer?	Duties

DIVERSITY STATEMENT

In the spaces below, provide information, which demonstrates your 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. You may use all of the text fields below, but each text area can only hold up to 1200 characters (including spaces).

To my benefit, diversity has been part of my life experience.

Growing up in East San Jose and attending schools in such a highly diverse neighborhood made me sensitive to and respectful of diversity in all areas. Our high school attendance area consisted of a mainly working class community with a more affluent area nearby. This meant I had teachers and friends from many different walks of life. In fact, looking back, I see that I was usually part of a minority myself in my schools and my community -- but at the time, this did not even occur to me.

I realize now that these differences led to numerous opportunities. My sisters and I took Hula and Mexican dancing lessons after school and learned to appreciate Mexican, Filipino, African, Indian and Asian cultures through school and a variety of friendships. However, not all of the experiences were positive. There were some who made racist remarks or

told racist jokes while other people were overtly racist. From these incidents, I learned about discrimination and what I could do to avoid it. Both the positive and negative experiences that I had growing up helped me appreciate and value what is the same about all of us as well as what is different.

Until I moved to San Luis Obispo for college, I did not realize there were places with an almost complete lack of diversity. While I loved my time in college, I missed the richness of all these different cultures and the experiences associated with them. Now, again, I am thrilled to find myself surrounded by it. Again, my contact with diversity centers on education, but this time, I am on the other side. I am a teacher instead of a student and so have the responsibility to help students from different backgrounds be successful in whatever they are trying to accomplish.

I view education as an institution for equality and this is especially true of the community colleges like Foothill. At the community college, education, whether for future employment, a degree, or personal development is open to everyone without bias based on age, gender, socio-economic status, ethnicity or religion. I have had students who were the first in their family to go to college, grandparents that just wanted to learn something new, professionals who were laid off and needed a new career path, along with those who felt passionate about biology and are now finishing graduate school. If it was not for the low cost of a Foothill education, many of these students would not have achieved their goals.

I have been teaching part time at Foothill for nine years and taught a wide variety of classes in both the Biotechnology and Biology Departments at Foothill. I appreciate the valuable experience I have gained working with the diverse student population present here, including people with physical and learning disabilities, a wide range of ages and varied backgrounds. I have found that the diversity present in the Foothill community enhances the students' classroom experience. New perspectives arise from such a heterogeneous population. For example, older students remember the time before many of the medical advances we discuss were made while students from Africa know the real situation with HIV on that continent. I believe this diversity would lead to an enhanced experience no matter what the subject matter, but I am positive it does so in my classroom.

One of the things I truly love about my job is that, each quarter, I get to teach and influence people from a wide range of backgrounds while they, in turn, teach and influence me.

AGREEMENT

I hereby certify that all entries on this Application for Employment and other statements made by me are true and correct, and that I have not omitted or withheld any material information. I also authorize my former employers and other individuals to give any information concerning me, whether or not it is in their records, and I hereby release them and their companies or institutions from any liability whatsoever. I understand that I will be subject to dismissal if anything in this application and the supporting documents I have provided is found to be untrue.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Amelia Edwards

Applicant's Name

Applicant's Signature

Date

[Close Window](#)

Amelia Smith Edwards, PhD

March 15, 2010

Hiring Committee
Biological and Health Sciences Division
Foothill College
12345 El Monte Road
Lost Altos Hills, CA

Dear Hiring Committee:

RE: Job # 10-033

Having served as both Interim Director of Biotechnology for one year and having been an instructor at Foothill for almost 10 years, I feel that I am uniquely qualified for your recent job posting for a Director/Instructor of Biotechnology.

While acting as Director, I gained valuable experience running this exciting, cutting-edge program on a daily basis. I was responsible for advising students, marketing the biotech program, hiring staff, scheduling classes, updating curriculum sheets and course outlines. I enjoyed the challenge these provided. I have developed many ideas about how to improve the program in some areas while also building on its existing strengths. First, I would ensure that courses taken in our program are transferable to a four year university. Second, to address the needs of students on the other end of the spectrum, I would advocate for the development of certificate programs that take less than 9 months to complete. This will attract a different set of students who are looking to hone a few skills, but are not necessarily ready to commit to a year-long program. Finally, although the core coursework is a strength in the program, other courses are in need of reassessment. My familiarity with the curriculum and experience teaching a broad range of these courses will be valuable in helping me provide the instructional leadership necessary to realign the courses in the biotech program.

While teaching the diverse student population present at Foothill, I have found a professional environment I truly value. I have been a teaching assistant at UCSD, taught a course at San Jose State University, and also taught a couple of courses at De Anza. These experiences have solidified my preference for teaching at the community college level for I appreciate having students of every age, ethnicity and socio-economic background in my courses. I feel strongly that diversity leads to a richer learning and teaching experience. Also, since I have taught numerous courses in both the Biotechnology and Biology Departments, I have a unique insight into the range of student levels as well as what it takes to foster success for all students.

I believe that my experience and qualifications make me an ideal candidate and would like the opportunity to interview for this position. Thank you for taking the time to review my application. I look forward to hearing from you.

Sincerely,

Amelia Edwards, PhD

Amelia Smith Edwards, PhD

HIGHLIGHT OF QUALIFICATIONS

- Proven administrative abilities while serving as interim Director of Biotechnology
- Experience in teaching a highly diverse student population at the community college level
- Demonstrated interpersonal skills necessary for effective follow through and responsiveness to student and staff needs

PROFESSIONAL EXPERIENCE

Interim Directory of Biotechnology, Foothill College, 2006-2007

- Provided instructional leadership by advising students and updating course outlines and curriculum sheets
- Performed administrative functions such as hiring new instructors and scheduling classes

Full time instructor, Foothill College, 2001-2002

- Taught full time for 2 quarters as the main instructor in the biotech program
- Taught core courses in biotech and advised biotechnology students

Instructor of Biotechnology and Biology, Foothill College, 2000- present

- Taught such biotech courses as: cell biology, molecular biology, laboratory safety, biotech microbiology, immunological assays, protein electrophoresis, cell culture
- Taught such biotech courses as: microbiology, cell biology, general biology, biotechnology in society

Part time Instructor, San Jose State University, Fall of 2000

- Cell biology lab

Postdoctoral Fellow, UCSD and Oregon Health Sciences University 1999-2000

- Full time research studying protein biochemistry and cell biology

Teaching Assistant, UCSD, during graduate school 1992-1996

EDUCATION

Ph.D. 1998, Chemistry and Biochemistry
University of California, San Diego

- Powell Fellowship funded first year of graduate school

M.S. 1994, Chemistry and Biochemistry
University of California, San Diego

B.S. 1992, Biochemistry (*summa cum laude*)
California Polytechnic State University, San Luis Obispo

PUBLICATIONS

- Edwards, A.S. and Scott, J.D. "PKA Targeting: AKAPs and Beyond." (2000) *Current Opinion in Cell Biology* 12(2), 217-221.
- Lin D., Edwards A.S., Fawcett J.P., Mbamalu G., Scott J.D. and Pawson T. "A mammalian PAR-3-PAR-6 complex implicated in Cdc42/Rac1 and α PKC signaling and cell polarity." (2000) *Nat Cell Biol.* Aug;2(8):540-7.
- Faux, M.C., Edwards, A.S., Rollins, E.N., Langeberg, L.K., Newton, A.C. and Scott, J.D. "Mechanism of AKAP79 and PKC Interaction." (1999) *Biochemical Journal* 343(2), 443-452.
- Edwards, A.S., Faux, M.C., Scott, J.D. and Newton, A.C. "Carboxyl-terminal Phosphorylation Regulates the Function and Subcellular Localization of Protein Kinase C β II." (1999) *J. Biol. Chem.* 274(10), 6461-6468.
- Edwards A.S. and Newton, A.C. "Phosphorylation at Conserved Carboxyl-terminal Hydrophobic Motif Regulates Catalytic and Regulatory Domains of Protein Kinase C." (1997) *J. Biol. Chem.* 272, 18382-18390.
- Edwards A.S. and Newton, A.C. "Regulation of Protein Kinase C β II by its C2 Domain." (1997) *Biochemistry*, 36, 15615-15623.
- Johnson, J.E., Edwards, A.S. and Newton, A.C. "A Putative Phosphatidylserine Binding Motif is Not Involved in the Lipid Regulation of Protein Kinase C." (1997) *J. Biol Chem.* 272, 30787-30792.



Foothill
De Anza
Community
College
District

21250 Stevens Creek Blvd.
Cupertino, CA 95014

25 May 2010

TO: Foothill-DeAnza Board of Trustees
FROM: Diana Fleming
Re: Unpaid Leave request for January 2011 to December 31, 2011
Cc: Rowena Tomaneng, Dean of Language Arts

Hello Board of Trustees:

With great pleasure, I am expecting a child. I am scheduled to give birth this August 2010. After I exhaust my available maternity leave and Family Medical Leave, I would like permission to utilize Article 16.29 in the Faculty Agreement Contract; "Unpaid Leave of Absence." I would like to be on full unpaid leave from **January 1, 2011 to December 31, 2011**. I will need this time to care for my infant since my husband and I have no other means of caregiver assistance. I plan to return to teaching full-time at the start of the Winter quarter in January 2012.

Rowena Tomaneng
5/26/10

This plan has already been approved by my Division Dean, Rowena Tomaneng. Her signature is on this letter to show her approval. I have also discussed this plan with Patti Conens in Human Resources. Thank you so much for your time.

Sincerely,

Diana Fleming

English Instructor

*Approval
Recommended
Patti Conens
5-28-10*

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VICE CHANCELLOR
HUMAN RESOURCES



Memorandum

Office of the Vice President
(408) 864-8958

Date: May 25, 2010

To: Dorene Novotny, Human Resources

From: Christina G. Espinosa-Pieb

A handwritten signature in black ink, appearing to read "C. Espinosa-Pieb", written over a horizontal line.

Re: Extension of Assignment for Lydia Hearn

This memo is requesting the extension of Lydia Hearn's current assignment as Interim Vice President of Instruction, from July 1 through September 15, 2010. Please feel free to call if you have any questions or concerns regarding this request.

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VICE CHANCELLOR
HUMAN RESOURCES

MEMORANDUM

TO: Judy Miner, President

FROM: Richard Galope, Vice President, Workforce Development and Instruction

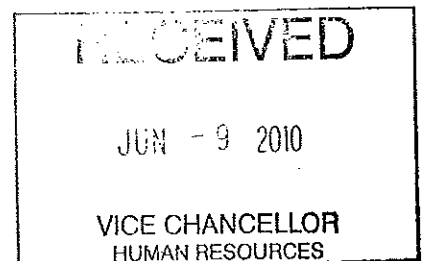
DATE: June 8, 2010

SUBJ: Non-Teaching Faculty Contract Renewals for Fiscal Year 2010-2011

Faculty Contract Renewals are recommended for the following non-teaching faculty, with contract modifications noted as appropriate:

1. **Ellen Miller**, Program Developer (No Modification)
2. **Steven McGriff**, Teacher in Residence (No Modification)
3. **Kelly Masegian**, Internship Coordinator (Contract Modification: Increase assignment from .52 to .67)

LC
6-8-10





FOOTHILL COLLEGE

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

Friday, May 28, 2010

Phone: (650) 949-7777

RECEIVED FAX: (650) 949-7375

www.foothill.edu

MAY 27 2010

Dear President Miner,

FOOTHILL COLLEGE
PRESIDENT'S OFFICE

As per article 16.29 of the Faculty Agreement, I am requesting a full-time unpaid leave of absence for the entire 2010-2011 academic year to begin September 1, 2010 and end June 30, 2011. I am requesting a leave so that I can be with my husband who will be in a one-year MBA program at the University of Cambridge in Cambridge, England. During the entire 2010-2011 academic year I will be a Visiting Student at the University of Cambridge and will work full-time on researching and writing my dissertation for my doctoral studies at the University of California, Los Angeles. As a result and per article 16.33, I request that my leave be classified as an unpaid educational leave for professional development purposes.

Sincerely,

Erica Onugha

Approved

6-2-10

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VICE CHANCELLOR
HUMAN RESOURCES

**Memorandum**

Office of the Vice President
(408) 864-8958

Date: May 26, 2010

To: Dorene Novotny, Human Resources

From: Christina G. Espinosa-Pieb

A handwritten signature in black ink, enclosed in an oval shape.

Re: Extension of Assignment for Rowena Tomaneng

This memo is requesting the extension of Rowena Tomaneng's current assignment as Interim Dean of Language Arts, from July 1 through October 31, 2010. Please feel free to call if you have any questions or concerns regarding this request.

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VICE CHANCELLOR
HUMAN RESOURCES