

Board of Trustees Agenda Item

Board Meeting Date: August 30, 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
Board of Trustees Agenda Item
Board Meeting Date: August 30, 2010
Human Resources Report - Employment and Personnel Actions

ADMINISTRATORS AND FACULTY

Ratification

Employee:	Position :	Department / Division:	Location:	Action Requested:	Effective Date:	Salary:	# of Months	Comments:
Dolen, Tom	Librarian	Library Services	De Anza	Change in # of months from 10 to 11 months	July 1, 2010	n/a	11 months	n/a
Zavodnick, Deborah	Child Development Instructor	Child Development Center	De Anza	FTE increase from 75% to 100%	July 1, 2010 - June 30, 2011	n/a	10 months	n/a

Approval

Employee:	Position :	Department / Division:	Location:	Action Requested:	Effective Date:	Salary:	# of Months	Comments:
Bram, Jason	Instructor	Biology / Health/Envr Science	De Anza	New Hire	September 1, 2010	\$6954.74/month	10 months	Column IV / Step D
Hong, Russell	Instructor	Speech / Language Arts	De Anza	New Hire	September 1, 2010	\$6391.18/month	10 months	Column II / Step D
Mattis, Nicholas	Instructor	Cross Country/Track & Field Coach PE / Physical Educ & Athletics	De Anza	New Hire	September 1, 2010	\$7236.52/month	10 months	Column II / Step G
McCart, Michael	Instructor	Automotive Technology / Biol/Health/Envr Science	De Anza	New Hire	September 1, 2010	\$6109.41/month	10 months	Column II / Step C
Quinn, Roseanne	Instructor	English / Language Arts	De Anza	New Hire	September 1, 2010	\$8645.40/month	10 months	Column V / Step I
Alfsen, Karen	Instructor	Language Arts	Foothill	Amended resignation for the purpose of retirement, per Article 20	June 24, 2011	n/a	n/a	n/a
Mjelde, Elizabeth	Instructor	Creative Arts	De Anza	Unpaid Educational Leave	Fall 2010 thru Fall 2011	n/a	n/a	Four consecutive quarters of unpaid education leave, per Article 16.33.
Hueg, Kurt	Director	Marketing, Pulic Relations & Design Services	Foothill	Reclassify Position to Associate Vice President of External Relations	September 1, 2010	Level K	12 months	In accordance with Chapter VI and Chapter XI of the Administrators Handbook
Moreno, Cristina	Instructor	Intercultural/International Studies	De Anza	Resignation for the purpose of retirement	August 31, 2010	n/a	n/a	n/a
Peurifoy, Barbara	Instructor	Biological, Health & Environmental Sciences	De Anza	Amended resignation for the purpose of retirement, per Article 20	June 24, 2011	n/a	n/a	n/a
Spragge, Phyllis	Interim Dean	Biological & Health Sciences	Foothill	Extension of Contract	August 31, 2010 - December 31, 2010	n/a	n/a	Contract extension to 12/31/10.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

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Human Resources Report - Employment and Personnel Actions

Employee:	Position :	Department / Division:	Location:	Action Requested:	Effective Date:	Salary:	# of Months	Comments:
Swett, Denise	Dean	Middlefield Campus	Foothill	Reclassify Position to Associate Vice President of Middlefield Campus & Community Programs	September 1, 2010	Level K	12 months	In accordance with Chapter XI of the Administrators Handbook
Hawkins, Mary	Instructor	Adaptive Learning	Foothill	Amended resignation for the purpose of retirement, per Article 19 and 20	June 24, 2011	n/a	n/a	n/a

Tuesday, July 20th, 2010

To: Board of Trustees
Foothill-De Anza College District

From: M. Cristina Moreno
Spanish Instructor
IIS Division, De Anza College

Re: Notice of Resignation for the Purpose of Retirement

[Handwritten signature]
Approval
Recommended:
[Handwritten signature]

I wish to inform the Board of Trustees of my resignation from the District for the purpose of retirement, effective immediately upon approval by the Board at its meeting of August 30th, 2010.

I wish Human Resources and the District to maintain the strictest confidentiality with regard to my retirement process until it has been completed.

Thank You

[Handwritten signature of M. Cristina Moreno]

M. Cristina Moreno

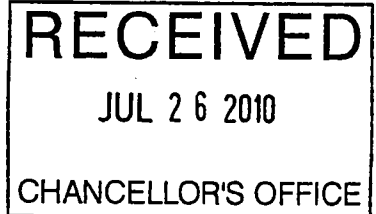
c.c: Brian Murphy
President, De Anza College

RECEIVED

AUG 17 2010

VICE CHANCELLOR
HUMAN RESOURCES

Mary Hawkins



July 18, 2010

Dear Foothill College Board of Trustees:

I am writing this letter to amend the letter that I wrote to you on June 16th that informed you of my retirement from the faculty of the Adaptive Learning Division (ALD) at Foothill College. My retirement date still remains the same for the end of spring quarter in 2011, but I want to request Article Nineteen. As an eligible faculty employee, I will also submitting a written request to the College President, Judy Minor and a copy to my Dean, Gertrude Gregorio.

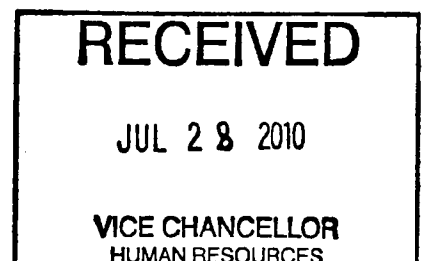
I understand that if I receive Article Nineteen, I will be entitled to part-time employment during the academic year at the appropriate pro rata share of the salary and load that I was receiving as an employee during the last academic year prior to my retirement. I also understand that I would receive all paid benefits as provided in Article 23. District paid life insurance shall remain in effect as long as I am employed under this article. I also understand that there is maximum amount of salary that I can earn and my assignment may vary depending on the faculty duties assigned. Each year I will meet with the Division Dean or appropriate administrator and work out such a mutually agreeable written plan for the services I will perform during the subsequent year of employment under this article.

Again I will say that I am very grateful for having the opportunity to be part of the faculty at Foothill College. Teaching at Foothill has truly been the highlight of my career.

Sincerely,

A handwritten signature in cursive script that reads "Mary Hawkins".

Mary Hawkins



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
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Human Resources Board Items

CLASSIFIED

NEW HIRES

Employee Name	Date	Level & Step	Job Title	Division	Campus
None					

NEW HIRES - CLASSIFIED HOURLY EMPLOYEES

Employee Name	Date	Level & Step	Job Title	Division	Campus
None					

NEW POSITIONS

Job Title	Level & Step	Number	Months - FTE	Funding Source	Division	Campus
None						

PROMOTIONS

Employee Name	Date	Level & Step	Position Title	Division	Campus
None					

REASSIGNMENTS

Employee Name	Date	Level & Step	Job Title	Division	Campus
None					

TRANSFER

Employee Name	Date	Level & Step	Job Title	Division	Campus
None					

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Human Resources Board Items

RECLASSIFICATIONS

Employee Name	Date	Level & Step	Position Title	Division	Campus
Dhillon, Sarjit	7-01-2010	39 (7)	Community Service Officer, Senior	Campus Police & Security	CS
		39 (7)	Community Service Officer*	Campus Police & Security	CS
		40 (7)	Grounds Gardener III - Irrigation	College Services	DA
Garcia, Jesus	7-01-2010	42 (7)	Grounds Gardener III	College Services	DA
		39 (7)	Community Service Officer, Senior	Campus Police & Security	CS
Gomez, Aurelio	7-01-2010	39 (7)	Community Service Officer*	Campus Police & Security	CS
		42 (7)	Grounds Gardener IV	College Services	DA
Hernandez, Reyes	7-01-2010	42 (7)	Grounds Gardener III*	College Services	DA
		39 (7)	Community Service Officer, Senior	Campus Police & Security	CS
Stefanini, Jeff	7-01-2010	39 (7)	Community Service Officer*	Campus Police & Security	CS
		39 (7)	Community Service Officer, Senior	Campus Police & Security	CS
Vacant Position	7-01-2010	39 (7)	Community Service Officer*	Campus Police & Security	CS
			*Title Change Only		

ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES:

Employee Name	Date	Years of Services	Job Title	Division	Campus
Guevara, Alfonso	8-31-2010	35	Campus Coordinator	College Services	DA
Wheaton, Amanda	8-19-2010	0.25	Human Resources Specialist	Human Resources & Equal Opportunity	CS

39 MONTH RE-EMPLOYMENT

Employee Name	Date	Job Title	Division	Campus
None				

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PERMANENT CONTRACT INCREASES

Employee Name	Date	Change	Job Title	Division	Campus
None					

PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)

Employee Name	Date	# of Awards	Job Title	Division	Campus
None					

PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)

Employee Name	Date	# of Awards	Job Title	Division	Campus
Bloom, Larry	8-01-2010	11	Adaptive Physical Education Specialist	Special Education	DA
Franco, Stephanie	8-01-2010	9	Evaluation Specialist, Senior	Student Support Program & Service	FH
Smith, Christine	8-01-2010	4	Police Support Services Coordinator, Senior	District Safety & Security	CS

SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)

Employee Name	Date	# of Awards	Job Title	Division	Campus
None					

LONGEVITY AWARDS

Employee Name	Date	Years of Service	Monthly Amount	Job Title	Division	Campus
None						

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Report on Short Term Employees

SHORT TERM EMPLOYEES

RATIFICATION

SEASONAL

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
Amador, Rosa M	146006	Administrative Support III	7-01-2010	6-30-2011	Career/Workforce & Technology	FH
Dinh, Van	581049	Administrative Support IV	7-01-2010	6-30-2011	Intercultural Studies	FH
Hutchison, Richard	581014	Specialist I	7-01-2010	7-23-2010	Student Activities	FH
Le, Anthony	581049	Administrative Support III	7-01-2010	6-30-2011	Intercultural Studies	FH

SHORT TERM

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
Tovo, Finausina	130001	Administrative Support III	7-26-2010	5-15-2011	Student Development & Instruction Div	FH

APPROVAL

SEASONAL

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
(6) Six	131041	Interpreter IV	8-31-2010	6-30-2011	Special Education	FH
Aso, Deborah	581057	Assistant V	9-20-2010	6-24-2011	Environmental Studies	DA
Goularte, Ronald	581001	Specialist II	10-01-2010	6-30-2011	Student Activities	FH
Paul, Jeff	226008	Assistant Coach	9-01-2010	11-30-2010	Physical Education & Human Performance	FH
Shepeleva, Irina A	581020	Administrative Support IV	9-20-2010	6-30-2011	College Readiness	DA
Steager, Jacqueline Y.	143211	Technical Support III	9-01-2010	6-30-2011	Fine Arts & Communication	FH
Tullo, Josh	212001	Coordinator II	10-01-2010	6-30-2011	Education Resources & College Operations	DA
Wheaton, Amanda	421000	Technical Specialist	9-10-2010	6-30-2011	Human Resources	CS
Wheaton, Amanda	522019	Technical Specialist	9-10-2010	6-30-2011	Human Resources	CS
Wong, Lidy	213003	Administrative Support II	9-01-2010	6-30-2011	Child Development	DA

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SHORT TERM

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
Arellano, Anthony	213003	Specialist II	9-01-2010	6-30-2011	College Services	DA

INTERMITTENT

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
NONE						

ALLIED HEALTH PROFESSIONALS

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
Austin, Donald E.	581014	Administrative Support III	10-01-2010	6-30-2011	Biological & Health Sciences	FH
Bean, Mike	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Buchanan, Erin	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Cone, Robert	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Divecchio, Nicolette	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Draper, Catherine	141042	Allied Health Specialist	9-20-2010	6-30-2011	Biological & Health Sciences	FH
Garcia, Laura E.	237055	Allied Health Specialist	9-20-2010	6-30-2011	Biological & Health Sciences	FH
Ho, Thanh	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Jorge, Anita	141062	Allied Health Specialist	9-01-2010	6-30-2011	Biological & Health Sciences	FH
Mayfield, David	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Milano, Anthony J.	237055	Allied Health Specialist	9-20-2010	6-30-2011	Biological & Health Sciences	FH
Nevitt, Lisa	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Ragsac, Robert	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Schneider, Ken	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Stanovcak, Steve	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Starz, Melanie	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Weber, Kip	141081	Paramedic Lab Support II	8-31-2010	6-30-2011	Biological & Health Sciences	FH
Wood, Mablelyn	237055	Allied Health Specialist	9-20-2010	6-30-2011	Biological & Health Sciences	FH

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Report on Short Term Employees

EDUCATIONAL AGREEMENTS (INSTRUCTION)

Employee Name	Fund	Title	Start Date	End Date	Division	Campus
Craig, Jody	124015	Short Course Instructor	9-01-2010	10-17-2010	Physical Education & Human Performance	FH
Tsuchida, Junko	581016	Short Course Instructor	9-01-2010	12-17-2010	Creative Art	DA

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Report on Part-Time Faculty

NEW PART TIME FACULTY

<i>Name</i>	<i>Campus</i>	<i>Division</i>	<i>Salary Grade</i>	<i>Salary Step</i>
NONE				