

Board of Trustees Agenda Item

Board Meeting Date: October 4, 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 Items

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Human Resources Report - Employment and Personnel Actions

FULL-TIME FACULTY AND ADMINISTRATORS						
RATIFICATION						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
De Toro, Alicia	Instructor, Environmental Studies	Biology, Health and Environmental Sciences	De Anza College	New Hire	September 1, 2010	Column II, Step A @ \$5545.86/month
Deller, Ronald	Project Manager	Facilities, Operations and Construction Management	Central Services	New Hire	September 8, 2010	Range G, Step 3 @ \$7,802.91/month
Giannetto, Kara	Instructor	Physical Education & Human Performance	Foothill College	Resignation	August 31, 2010	n/a
Lee-Klawender, Cynthia	Instructor	Computer Science/CIS	De Anza College	Professional Achievement Award, in accordance with Article 38; details available in the Chancellor's Office	September 1, 2010	n/a
Ploke, Irving	Instructor	Physical Education & Human Performance	Foothill College	Resignation for the purpose of retirement under Article 30.	September 7, 2010	n/a
Staudinger, Jeff	Instructor, Environmental Studies	Biology, Health and Environmental Sciences	De Anza College	New Hire	September 1, 2010	Column IV, Step A @ \$6109.41/month
APPROVAL						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
Green, Mary	Instructor	Biological & Health Sciences	Foothill College	Reduction in Contract to 69%	AY 2010-2011	n/a
Ifft, MaryAnne	Instructor	Language Arts	De Anza College	26.03% of Unpaid Leave	Winter quarter 2011	n/a
Turner, William	Instructor	Language Arts	De Anza College	Rescind Article 18 for Fall quarter 2010, approve resignation for the purpose of retirement under Article 19.	December 10, 2010	n/a

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CLASSIFIED

APPROVALS

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Aguilar, Melissa	Instructional Support Technician	Learning Resources/Student Success Center	De Anza College	New Hire	September 1, 2010	45 (1)
Kuo, Elaine	College Researcher	Educational Technology Services	Central Services	New Hire	September 21, 2010	72 (1)
Newell, Mallory	College Researcher	Educational Technology Services	Central Services	New Hire	October 15, 2010	72 (1)
Quach, Thuy	Human Resources Technician I	Human Resources & Equal Opportunity	Central Services	New Hire	September 1, 2010	46 (2)
Wen, Chia-Ching	Laboratory Technician, Photo	Creative Arts	De Anza College	New Hire	September 7, 2010	45 (1)

NEW HIRES - CLASSIFIED HOURLY EMPLOYEES

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
None						

NEW POSITIONS

<i>Position #</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Months / FTE / Fund</i>	<i>Salary (Level / Step)</i>
None						

PROMOTIONS

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
None						

REASSIGNMENTS

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
None						

TRANSFER

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
None						

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CLASSIFIED, cont.

RECLASSIFICATIONS

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Maynard, Lorna	Secretary, Senior	Automotive Technology	De Anza College	Reclassification	January 1, 2010	41 (7)
Tran, Nhung	Program Coordinator, Senior	Adaptive Learning & Disability	Foothill College	Reclassification	July 8, 2010	56 (6)

ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Years of Service</i>
DeLaCerde, Carlos	Grounds Gardener II	College Services	De Anza College	Resignation	November 30, 2010	15

39 MONTH RE-EMPLOYMENT

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
None						

PERMANENT CONTRACT INCREASES

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
None						

PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i># of Awards</i>
None						

PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i># of Awards</i>
None						

SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i># of Awards</i>
Bradburn, Kent	Journey - Electrician	Operations	Central Services	n/a	October 1, 2010	3
Capristo, Francisca	Custodian II	Operations	Central Services	n/a	October 1, 2010	2
Jones, David	Warehouse Worker II	Operations	Central Services	n/a	October 1, 2010	9
Nguyen, Diep	Apprentice III - Utility Maintenance	Operations	Central Services	n/a	October 1, 2010	7

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CLASSIFIED, cont.**SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)**

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i># of Awards</i>
Sousa, Rosa	Custodian II	College Services	De Anza College	n/a	October 1, 2010	1

LONGEVITY AWARDS

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Years of Service</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Chang, Mi	Academic Services Technician	Academic Services	De Anza College	8	October 1, 2010	\$130.00
Dimare, Kenneth	Bookstore Coordinator	College Services	De Anza College	13	October 1, 2010	\$270.00
Hein, George	Computer Lab Instructional Coordinator	Language Arts	De Anza College	13	October 1, 2010	\$270.00
Lestini, Kristine	Human Resources Specialist	Human Resources & Equal Opportunity	Central Services	23	October 1, 2010	\$590.00
Mc Laughlin, Peter	Network & Communications Administrator	Educational Technology Services	Central Services	23	October 1, 2010	\$590.00
Nguyen, Leslie	Division Administrative Assistant	Social Science	De Anza College	13	October 1, 2010	\$270.00
Schooler, Shirley	Administrative Assistant II	Special Education	De Anza College	18	October 1, 2010	\$420.00
Schott, Thomas	Instructional Associate	Creative Arts	De Anza College	23	October 1, 2010	\$590.00

NEW PART-TIME FACULTY

<i>Employee Name</i>	<i>Postion</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
NONE						

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SHORT TERM EMPLOYEES

RATIFICATION OF SEASONAL EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
French, Jacob M.	Assistant Coach	Physical Education & Human Performance	Foothill College	August 15, 2010	December 31, 2010	124041
Herrera, James G.	Assistant Coach	Physical Education & Human Performance	Foothill College	September 20, 2010	March 31, 2011	124014
Nelson, Sherie	Interpreter V	Adaptive Learning Division & Disability Services	Foothill College	September 20, 2010	June 30, 2011	131041

RATIFICATION OF SHORT TERM EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Buchser, Aja	Technical Support III	Vice President Student Services	De Anza College	September 1, 2010	June 30, 2011	531015
Lamantia, Marie	Technical Support III	Vice President Student Services	De Anza College	September 1, 2010	June 30, 2011	531015
Samoray, Alena	Technical Support II	Education Resources & College Operations	De Anza College	October 1, 2010	June 30, 2011	211001

APPROVAL OF SEASONAL EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Alexander, Mark	Assistant Coach	Physical Education & Human Performance	De Anza College	October 5, 2010	November 30, 2010	220613
Han, Myung Sook	Administrative Support I	College Services	De Anza College	October 5, 2010	April 5, 2011	581011
Morales, David	Coordinator III	Biological, Health & Environmental Sciences	De Anza College	October 5, 2010	June 30, 2011	237012
Truong, Gina H.	Administrative Support III	Biological, Health & Environmental Sciences	De Anza College	October 5, 2010	June 30, 2011	237073

APPROVAL OF SHORT TERM EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
NONE						

APPROVAL OF INTERMITTENT EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
NONE						

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SHORT TERM EMPLOYEES, cont.**APPROVAL OF ALLIED HEALTH PROFESSIONALS**

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Care, Amber	Allied Health Specialist	Biological, Health & Environmental Sciences	De Anza College	October 5, 2010	June 30, 2011	237054

APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

<i>Employee Name</i>	<i>Position</i>	<i>Department / Divison</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Baumert, Oksana	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Chang, Huichieh Cathy	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Fankhauser, Anna B.	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Karimi, Pantea	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Larson Locore, Marlene	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Malan, Janet L.	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Regua, Ernest	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Sanchez, Lydia	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Takara, Corinne O.	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Unpingco, Elizabeth	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016
Vadeboncouer, Joanne	Short Course Instructor	Creative Arts	De Anza College	October 5, 2010	December 31, 2010	581016