

Board of Trustees Agenda Item

Board Meeting Date: November 1, 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

Board Meeting Date: November 1, 2010

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)
Chenoweth, Wayne	Instructor	Special Education, Disabled Student Services	De Anza College	Professional Achievement Award, in accordance with Article 38; details available in the Chancellor's Office	September 1, 2010	n/a
Glaption, Kevin	Instructor	Special Education, Disabled Student Services	De Anza College	Professional Achievement Award, in accordance with Article 38; details available in the Chancellor's Office	September 1, 2010	n/a
Pfeiffer, Suzanne	Director, Human Resources	Human Resources	Central Services	New Hire	October 13, 2010 - June 30, 2011	Range K / Step 3 @ \$10,808.14 / month
Sheirich, Monica	Instructor	Special Education, HOPE	De Anza College	Professional Achievement Award, in accordance with Article 38; details available in the Chancellor's Office	September 1, 2010	n/a
APPROVAL						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
Burke, Lawrence J.	Instructor	Social Science, Humanities	De Anza College	Resignation for the purpose of retirement per Article 18 and Article 19.	June 24, 2011	n/a
Lynch, Jack	Instructor	Business/Computer Systems	De Anza College	Resignation	March 25, 2011	n/a
Pierce, Robert	Instructor	History, Business and Social Science	Foothill College	Resignation for the purpose of retirement per Article 19	June 24, 2011	n/a

CLASSIFIED

RATIFICATION OF APPROVALS - CLASSIFIED 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>
Ybarra Jr, Ernesto	Customer Service Assistant	Bookstore	De Anza College	New Hire	October 7, 2010	37 (1)

APPROVALS - CLASSIFIED 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						

RATIFICATION OF APPROVALS FOR 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>
Ghamrawi, Abdul	Automotive Technology Tool Room Assistant	Biological, Health & Environmental Sciences/Auto Tech	De Anza College	New Hire	September 23, 2010	30 (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						

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>
Hoffman, Edward	Apprentice III - HVAC	Operations	Central Services	n/a	October 1, 2010	52 (4)
Mardueno, Juan	Journey - Plumber	Operations	Central Services	n/a	October 1, 2010	54 (7)

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>
Browning, Mary	Student Success Center Supervisor	Language Arts	De Anza College	n/a	December 29, 2010	19.75
Feldman, Joyce	Financial Aid Assistant	Student Services	De Anza College	n/a	February 25, 2011	18.50
Marome, Ada Tahiya	Technology Training Specialist	Foothill Global Access	Foothill College	n/a	October 21, 2010	3.25
Rodriguez, Faustino	Custodian III	Operations	Central Services	n/a	December 29, 2010	28.25
Sustaita-Parsona, Alicia	Library Technician, Senior	Library Services	De Anza College	n/a	December 29, 2010	35.00
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>
Ingalls, Melissa	Administrative Assistant II	Biological, Health & Environmental Sciences	De Anza College	n/a	October 1, 2010	6
Kirk, Lisa	Accountant	Educational Resources & College Operations	De Anza College	n/a	October 1, 2010	8
Lewis, Norman Drake	Web/Client Server Appl Admin	Educational Technology Services	Central Services	n/a	October 1, 2010	2
Monary, Blanche	Program Coordinator I	Biological, Health & Environmental Sciences/OTI	De Anza College	n/a	October 1, 2010	3
Sheldon, Melissa	Administrative Assistant II	Special Education	De Anza College	n/a	October 1, 2010	1
Varela, Sophia	Child Development Center Teacher	Child Development	De Anza College	n/a	October 1, 2010	1
Witkop, Inna	Financial Aid Outreach Assistant	Student Support Programs & Services	Foothill College	n/a	October 1, 2010	2
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>
None						
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>
Alvarado, Walter	Learning Lab/Student Publ Asst	Language Arts	De Anza College	13	October 1, 2010	\$270.00
Dhillon, Sarvjit	Community Services Officer	District Safety & Security	Central Services	8	October 1, 2010	\$130.00
Mell, Bonnie	Instructional Associate	Biological, Health & Environmental Sciences	De Anza College	23	October 1, 2010	\$590.00
Roza, Thomas	Computer & Network Data Center	Educational Technology Services	Central Services	8	October 1, 2010	\$130.00

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>
Ananya, Brigit	n/a	Physcial Sciences, Math & Engineering	De Anza College	New Hire	Fall 2010	50 (1)
Anderson, Isabel M	n/a	Language Arts	Foothill College	New Hire	Fall 2010	20 (1)
Boettcher, Catherine A	n/a	Social Sciences	De Anza College	New Hire	Fall 2010	20 (1)
Cantin, Lucas P	n/a	Physcial Sciences, Math & Engineering	Foothill College	New Hire	Fall 2010	40 (1)
Ducos, Nancy A.	n/a	Non-Credit	Foothill College	New Hire	Fall 2010	10 (0)
Hansen, Robert	n/a	Physcial Sciences, Math & Engineering	Foothill College	New Hire	Fall 2010	50 (3)
Hickman, Tracy L.	n/a	Business & Social Sciences	Foothill College	New Hire	Fall 2010	10 (0)
Jeung, Jensen J	n/a	Social Sciences	De Anza College	New Hire	Fall 2010	50 (3)
Joshi, Janhavi A	n/a	Physcial Sciences, Math & Engineering	De Anza College	New Hire	Fall 2010	50 (1)
Love, Serena H	n/a	Social Sciences	De Anza College	New Hire	Fall 2010	50 (5)
Lowery, Nayana P.	n/a	Biology, Health & Enviornmental Sciences	De Anza College	New Hire	Fall 2010	20 (1)
Massoumi, Farimah	n/a	Business & Social Sciences	Foothill College	New Hire	Fall 2010	20 (1)
McCormick, David	n/a	Language Arts	Foothill College	New Hire	Fall 2010	20 (5)
Mogel, Jennifer M.	n/a	Physcial Sciences, Math & Engineering	Foothill College	New Hire	Fall 2010	50 (4)
Munson, Emily S.	n/a	Language Arts	Foothill College	New Hire	Fall 2010	20 (1)
Narayanan, Usha M.	n/a	Social Sciences	De Anza College	New Hire	Fall 2010	50 (5)
Nava, Steve	n/a	Social Sciences	De Anza College	New Hire	Fall 2010	50 (3)
Nosratieh, Bita	n/a	Physcial Sciences, Math & Engineering	Foothill College	New Hire	Fall 2010	20 (2)
Paull, Jeffrey H.	n/a	Physical Education	De Anza College	New Hire	Fall 2010	20 (2)
Pensky, David N.	n/a	Language Arts	Foothill College	New Hire	Fall 2010	20 (1)

<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>
Prieto, Caroline C.	n/a	Language Arts	Foothill College	New Hire	Fall 2010	30 (1)
Rettus, Sara T.	n/a	Business & Social Sciences	Foothill College	New Hire	Fall 2010	50 (1)
Smith, Sheila C.	n/a	Business & Social Sciences	Foothill College	New Hire	Fall 2010	20 (2)
Thananjeyan, Nimalini	n/a	Physcial Sciences, Math & Engineering	Foothill College	New Hire	Fall 2010	40 (5)
Tomfohr, Joel C.	n/a	Language Arts	Foothill College	New Hire	Fall 2010	30 (1)

SHORT TERM EMPLOYEES

RATIFICATION OF SEASONAL EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
David, Hollie A	Interpreter V	Special Education	De Anza College	October 5, 2010	June 30, 2011	227011
Gunter, Janelle L.	Interpreter V	Special Education	De Anza College	September 20, 2010	June 30, 2011	227011
Nelson, Sherie P.	Interpreter V	Special Education	De Anza College	September 20, 2010	June 30, 2011	227011
Nojadera, Bernard	Specialist II	Adaptive Learning Division & Disability Services	Foothill College	July 1, 2010	June 30, 2011	131151
Nordstrom, Mark A	Interpreter V	Special Education	De Anza College	October 5, 2010	June 30, 2011	227011
Peggy, Patton	Interpreter V	Special Education	De Anza College	October 5, 2010	June 30, 2011	227011
Rorri, Aisha Burton	Interpreter V	Special Education	De Anza College	July 20, 2010	June 30, 2011	227011
Vidunas, Laura S.	Administrative Support II	Human Resources & Equal Opportunity	Central Services	October 11, 2010	June 30, 2011	522013

RATIFICATION OF SHORT TERM EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Cotti, Alice	Specialist II	Education Resources & College Operations	De Anza College	September 20, 2010	June 30, 2011	210006
Sandoval, Stephany	Specialist II	Vice President Student Services	De Anza College	September 30, 2010	June 30, 2011	222022
Thanh, Minh Dam	Administrative Support IV	Education Resources & College Operations	De Anza College	November 1, 2010	June 30, 2011	212004
Wheaton, Amanda	Specialist II	Human Resources & Equal Opportunity	Central Services	November 1, 2010	June 30, 2011	522019
Wheaton, Amanda	Specialist II	Human Resources & Equal Opportunity	Central Services	November 1, 2010	June 30, 2011	531013

APPROVAL OF SEASONAL EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Allegreti, Mike	Assistant Coach	Physical Education & Human Performance	De Anza College	November 3, 2010	November 30, 2010	210006
Cleaveland, Katelyn	Assistant II	Child Development	De Anza College	November 2, 2010	June 30, 2011	331002
Urband, Richard	Specialist II	Biological & Health Sciences	Foothill College	November 2, 2010	June 30, 2011	141141

APPROVAL OF SHORT TERM EMPLOYEES						
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Alvarez, Nancy	Specialist II	Biological, Health & Environmental Sciences	Foothill College	November 2, 2010	June 30, 2011	141111
Bilderback, Nancy	Administrative Support III	Career/Workforce & Technology	Foothill College	November 2, 2010	June 30, 2011	145001
Chio, Fiorella	Administrative Support IV	College Services	De Anza College	November 2, 2010	May 1, 2011	581011
Corbet, Mark	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	November 2, 2010	December 10, 2010	237025
Crum, Natasha	Coordinator IV	Student Affairs & Activities	Foothill College	November 2, 2010	June 30, 2011	581001
Goldberg, Ahuva	Assistant II	Adaptive Learning Division & Disability Services	Foothill College	November 2, 2010	June 30, 2011	131161
Gurung, Smriti	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	November 2, 2010	December 10, 2010	237025
Nguyen, Amanda	Coordinator II	Biological, Health & Environmental Sciences	De Anza College	November 2, 2010	June 30, 2011	237012
Roman, Rolando	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	November 2, 2010	December 10, 2010	237025
Samoylova, Olga Y.	Specialist II	Biological & Health Sciences	Foothill College	November 2, 2010	June 30, 2011	141141
Tajji, Susan	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	November 2, 2010	December 10, 2010	237025
Zhang, Jing Hua	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	November 2, 2010	December 10, 2010	237025
APPROVAL OF INTERMITTENT EMPLOYEES						
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Mc Gann, Justin	Assistant II	Vice President Student Services	De Anza College	November 2, 2010	June 30, 2011	581036
APPROVAL OF ALLIED HEALTH PROFESSIONALS						
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
None						
APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)						
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
None						

**Carolyn Wilkins-Greene
Dean Social Science and Humanities
De Anza College
Cupertino, CA
10/4/2010**

Dear Carolyn:

This letter is a written notice of my intention to resign for the purpose of retirement from the faculty of De Anza and STRS effective after June 30, 2011. As a faculty member I am sending this to you, as Dean, for the President of De Anza, and for the Vice President of Human Resources.

I still plan to continue on Art. 18 for Fall 2010 and Winter 2011 on 80% of a full faculty load. After retirement effective June 30, 2011, I would like the opportunity, if possible, to teach under Art. 19 during Fall 2011.

Thanks very much for your leadership of the Division during this major cultural shift to an increasing global community.

Sincerely,

Lawrence J. Burke

**Lawrence J. Burke
Philosophy Department
Copy: Cynthia Kaufman**

*Approved:
C. Wilkins-Greene, Dean, Social Sciences & Humanities
10.04.10*

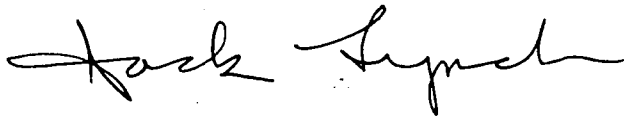
To: Ron McFarland
From: Jack Lynch
Subject: Resignation From De Anza College
Date: October 15, 2010
CC: Dorene Novotny, Christine Vo, Michele Fritz, Berta Pace

Ron, this is notification of my intent to resign from De Anza College at the end of the Winter Quarter 2011. I have been informed by Christine Vo, District Benefits Manager, that my effective date of resignation would be March 25, 2011. I am working with CalSTIRS and Christine Vo on my resignation transition. I am copying our Business Department Chair, Michele Fritz, so she can start planning course assignments for Spring 2011 with my absence.

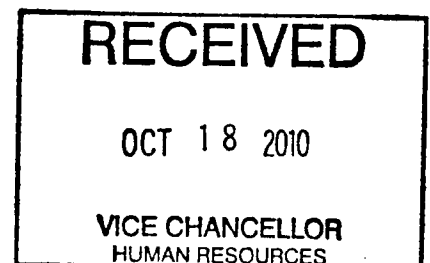
I will work with you and other Division personnel to provide a smooth transition.

It's been a great experience at De Anza but it is time for me to head off to retirement.

All the best to you and everyone at De Anza.

A handwritten signature in black ink that reads "Jack Lynch". The signature is fluid and cursive, with the first name "Jack" and last name "Lynch" clearly distinguishable.

Jack Lynch



October 12, 2010

John Mummert
Dean---Business and Social Sciences

RECEIVED

OCT 15 2010

**FOOTHILL COLLEGE
PRESIDENT'S OFFICE**

Dear John,

After forty years of teaching at Foothill College, and forty-one years of college teaching, I have decided that it is time to slow down a bit, smell the flowers of life, and relieve my students of the anxiety caused by my exams. Accordingly, I submit this letter as my formal resignation from full-time teaching in the Foothill-De Anza Community College District. I plan to implement Article 19 and pursue continued teaching under that provision, but I have set my full-time retirement date as June 30, 2011.

I leave my duties with sadness, for I have been truly blessed to have had such wonderful colleagues, students, and friends in my four decades at Foothill. I believe it is truly the finest example of a community college in the entire nation and count myself lucky to have had a career here, amongst its beauty and green lawns.

I wish you and all the division good health, continued success, and smoother fiscal seas in the future.

Sincerely yours,



Robert C. Pierce, Ph.D.

Professor of History

Cc: Judy Miner