

## **Board of Trustees Agenda Item**

**Board Meeting Date:** January 10, 2011

**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: January 10, 2011

Human Resources Report - Employment and Personnel Actions

FULL-TIME FACULTY AND ADMINISTRATORS						
RATIFICATION						
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Georgiou, Speranta	Instructor	Computer Information Systems	De Anza College	Professional Achievement Award, in accordance with Article 38; details available in the Chancellor's Office	September 1, 2010	n/a
Latta-Lyssenکو, Robin	Associate Director, Development	Foundation	Central Services	Extend Interim assignment	January 1, 2011 through March 31, 2011	n/a
APPROVAL						
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Dauer, Lesley	Instructor	Language Arts	Foothill College	Reduction in load to 0.75%.	Winter 2011 and Spring 2011	n/a

**CLASSIFIED****RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED EMPLOYEES**

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Butterfield, Harold	Mechanic, Senior	Operations	Central Services	Ratification	December 7, 2010	53 (1)

**APPROVALS NEW HIRES - CLASSIFIED EMPLOYEES**

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

**APPROVALS NEW HIRES - CLASSIFIED HOURLY EMPLOYEES**

<i>Employee Name</i>	<i>Position</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>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Months / FTE / Fund</i>	<i>Salary (Level)</i>
None						

**PROMOTIONS**

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Mechikoff, Timothy	Maintenance Supervisor	Operations	Central Services	Ratification	January 3, 2011	62 (1)

**DEMOTIONS**

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level / Step)</i>
Schrage, Paul	Admissions & Records Assistant	VP Student Services	De Anza College	Ratification	December 1, 2010 (original date January 10, 2011)	41 (6)

**REASSIGNMENTS**

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

TRANSFER						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
Kirkpatrick, Keri	Library Technician, Senior	Library Services	De Anza College	Approval	January 1, 2011	44 (6)
RECLASSIFICATIONS						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
Ehle, Tamara	Broadcast Production Coordinator	Educational Resources & College Operations	De Anza College	Ratification	August 3, 2010	54 (5)
Weinberg, Patricia	Assessment Specialist	Counseling	De Anza College	Ratification	October 22, 2010	46 (7)
Vacant Position	Campus Facilities Rental Coordinator	College Services	De Anza College	Approval	December 14, 2010	56
Vacant Position	Nurse Practitioner	Counseling	De Anza College	Ratification	November 29, 2010	74
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Years of Service
Saussol, Bonnett	Graphic Design Technician	Marketing	De Anza College	n/a	December 29, 2010	21.25
ACCEPT RESCIND OF RETIREMENT OF THE FOLLOWING EMPLOYEES						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Years of Service
Rodriguez, Faustino	CustodianII	Operations	Central Services	Rescind retirement	n/a	n/a
39 MONTH RE-EMPLOYMENT						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
None						
PERMANENT CONTRACT INCREASES						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary (Level / Step)
None						
PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	# of Awards
None						

PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	# of Awards
Cashman, Debbie	Instructional Associate	Creative Arts	De Anza College	Ratification	December 1, 2010	1
Hernandez, Lylana	Outreach Specialist	Student Support Programs & Services	Foothill College	Ratification	December 1, 2010	1
Lee, Janice	Accounts Payable Assistant	Business Services	Central Services	Ratification	December 1, 2010	2
Ly, Henry	Computer Project Coordinator	Educational Technology Services	Central Services	Ratification	December 1, 2010	5
Lyon, Ellen	Accounts Payable Supervisor	Business Services	Central Services	Ratification	December 1, 2010	11
Nguyen, Leslie	Division Administrative Assistant	Social Science	De Anza College	Ratification	December 1, 2010	3
SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)						
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	# of Awards
Cervantes, Leticia	Custodian II	Operations	Central Services	Approval	January 1, 2011	2
Dai, David	Apprentice III - HVAC	Operations	Central Services	Approval	January 1, 2011	7
Martinez, Richard	Facilities Drafting Technician	Operations	Central Services	Approval	January 1, 2011	5
McComas, Lynn	Energy Mgmt System Technician	Operations	Central Services	Approval	January 1, 2011	4
Salazares, Elmano	Journey - Carpenter	Operations	Central Services	Approval	January 1, 2011	3
LONGEVITY AWARDS						
Employee Name	Position	Department / Division	Location	Years of Service	Effective Date	Salary (Level / Step)
Bazan, Edward	Press Operator II	College Services	De Anza College	23	January 1, 2011	n/a
Blackborow, Sandra	Instructional Support Coord	Language Arts	De Anza College	8	January 1, 2011	n/a
Bowers, Shelly	Admissions & Records Assistant	Student Support Programs & Services	Foothill College	23	January 1, 2011	n/a
LaGrange, Erik	Network & Communications Tech	Educational Technology Services	Central Services	13	January 1, 2011	n/a
Schreiber, Shelley	Web & Print Comm Design Coord	President's Office	Foothill College	23	January 1, 2011	n/a

Vandercook, John	Technical Services Supervisor	Educational Technology Services	Central Services	23	January 1, 2011	n/a
Ybarra, Daniel	Network & Communications Admin	Educational Technology Services	Central Services	8	January 1, 2011	n/a

**NEW PART-TIME FACULTY**

<i><b>Employee Name</b></i>	<i><b>Position</b></i>	<i><b>Department / Division</b></i>	<i><b>Location</b></i>	<i><b>Action Requested</b></i>	<i><b>Effective Date</b></i>	<i><b>Salary (Level / Step)</b></i>
Abrams, Leslie	Instructor	Student Services	De Anza College	New Hire	Fall 2010	40 (5)
Kuek, Siew L	Instructor	Student Services	De Anza College	New Hire	Fall 2010	50 (2)
Luna, Jennie M	Instructor	Intercultural/International	De Anza College	New Hire	Fall 2010	51 (4)

## SHORT TERM EMPLOYEES

### 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>
Brown, Dannielle	Assistant Coach	Physical Education & Human Performance	Foothill College	January 2, 2011	March 22, 2011	124113
McConnell, Brittany	Assistant Coach	Physical Education & Human Performance	Foothill College	January 2, 2011	March 22, 2011	124113
Quan, Trisha	Assistant Coach	Physical Education & Human Performance	Foothill College	December 13, 2010	March 13, 2011	124105
Saguid, Marc	Assistant V	Physical Education & Human Performance	Foothill College	December 13, 2010	March 13, 2011	124014
Stanley, Matthew	Assistant Coach	Physical Education & Human Performance	Foothill College	December 13, 2010	March 31, 2011	124105

### 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>
Graves Jr., Henry C.	Assistant V	Language Arts	De Anza College	January 3, 2011	June 30, 2011	232028
Hubbard, Keith	Specialist II	Student Development	De Anza College	October 11, 2010	October 18, 2010	581045
Hubbard, Keith	Specialist II	Academic Services	De Anza College	October 12, 2010	November 19, 2010	232012
Pham, Chuyen	Administrative Support I	College Services	De Anza College	December 9, 2010	February 28, 2011	581011
Saitova, Ksenia	Administrative Support IV	Computers, Technology & Information Systems	Foothill College	January 3, 2011	June 30, 2011	140211
Tran, Bang	Administrative Support IV	Education Resources & College Operations	De Anza College	January 3, 2011	June 30, 2011	212004
Vidunas, Laura	Administrative Support II	Human Resources & Equal Opportunity	Central Services	January 3, 2011	June 30, 2011	531013

### RATIFICATION 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>
Christensen, Chris	Short Course Instructor	Community Education	De Anza College	September 1, 2010	June 30, 2011	228003

### RATIFICATION 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>
Mirenda, Donna A.	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	January 3, 2011	June 30, 2011	237056
Yenner, Jillian	RN Program Support	Biological, Health & Environmental Sciences	De Anza College	January 3, 2011	June 24, 2011	237056

#### 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>
Nachnani, Maryla	Assistant II	Child Development	De Anza College	January 4, 2011	June 30, 2011	213003

#### 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>
Amaro, Dough	Specialist I	Biological, Health Sciences	Foothill College	December 7, 2010	June 30, 2011	141071
Tully, Kevin	Specialist I	Biological, Health Sciences	Foothill College	December 7, 2010	June 30, 2011	141071

#### 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>
Taylor, Valerie	Professional Expert	Academic Services	De Anza College	January 11, 2011	June 30, 2011	232015

#### 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>
Baumert, Oksana	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Chang, Huichieh C.	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Fankhauser, Anna B.	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Karimi, Pantea	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Kurtyka, John	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016



Larson Locore, Marlene	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Malan, Janet L.	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Takara, Corinne O.	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Tsuchida, Junko	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Regua, Ernest	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016

**APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION), cont.**

<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>
Sanchez, Lydia	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Unpingco, Elizabeth	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Vadeboncouer, Joanne	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016
Velazquez, Cristina	Short Course Instructor	Academic Services	De Anza College	January 11, 2011	March 31, 2011	581016