

Board of Trustees Agenda Item

Board Meeting Date: June 6, 2011

TITLE OF ITEMS:

- Human Resources Reports
 - Administrative Training Retraining
 - Faculty Training Retraining
-

BACKGROUND AND ANALYSIS:

Human Resources Reports

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.

Approval of Administrative Training/Retraining Stipends for 2011-2012

Chapter X of the Administrators Handbook provides Training/Retraining Stipends for administrators to fund training expenses for a variety of activities, including programs of study in accredited institutions that lead to advanced administrative, leadership and/or discipline-specific expertise.

The Administrative Leave Committee recommends approval of 2 Administrative Training/Retraining Stipend awards totaling \$3,715.00.

The list of administrators requesting for approval has been added to the Human Resources report.

Approval of Faculty Training/Retraining Stipends for 2011-2012

In accordance with Article 35 of the *Agreement* between the District and the Faculty Association, the Professional Development Leave Committee recommends approval of the 9 Faculty Training/Retraining Stipend awards totaling \$13,904.50.

The list of faculty requesting for approval has been added to the Human Resources report.

RECOMMENDATIONS: (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 x6211
Additional contact names:	
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: June 6, 2011

Human Resources Report - Employment and Personnel Actions

FULL-TIME FACULTY AND ADMINISTRATORS

RATIFICATION

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

APPROVAL

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Barney, David	Instructor	Creative Arts	De Anza College	Resignation for the purpose of retirement under Article 19 per the FA agreement.	June 24, 2011	114000	n/a
Bull, Michael	Instructor	Social Sciences & Humanities	De Anza College	Resignation for the purpose of retirement under Article 19 per the FA agreement.	June 24, 2011	114000	n/a
Fernandez, Hilda	Instructor	Language Arts	Foothill College	New Hire	September 26, 2011	114000	Column III, Step C(3) @ \$6,954.74 / month
Hanning, Brenda	Instructor	Biological & Health Sciences	Foothill College	Partial unpaid leave of absence for a reduction in load of .137	Summer 2011	114000	n/a
Johnson, Charles	Instructor	Computers, Technology & Information Systems	Foothill College	Resignation for the purpose of retirement	June 24, 2011	114000	n/a
Parikh, Sarah	Instructor	Physical Sciences, Math & Engineering (PSME)	Foothill College	New Hire	September 26, 2011	114000	Column V, Step A(1) @ \$6,391.18 / month
Skager, Kristin	Instructor	Language Arts	De Anza College	Partial unpaid leave of absence for a reduction in load of .2222	Fall 2011 and Winter 2012	114000	n/a
Thunen, Charlotte	Librarian	Library Services	Foothill College	Resignation for the purpose of retirement under Article 19 per the FA agreement.	June 24, 2011	114000	n/a
Wong, Rita	Instructor	Language Arts / English as a Second Language	Foothill College	Resignation for the purpose of retirement under Article 19 per the FA agreement.	June 24, 2011	114000	n/a
Zavodnick, Debbie	Instructor	Child Development Center	De Anza College	Temporary contract change to increase load from 75% to 100% and 10 months to 12 months	2011-2012	331001	n/a

ADMINISTRATOR TRAINING/RETRAINING							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Stipend Amount
Kelly, Marsha	Director, Risk Management	Business Services	Central Services	Training/Retraining	2011-2012	114000	\$940.00
Redmond, Carmen	Manager, Purchasing Services	Operations	Central Services	Training/Retraining	2011-2012	114000	\$2,775.00
FACULTY TRAINING/RETRAINING							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Stipend Amount
Alves de Lima, Diana	Instructor	Learning Resources - Student Success Center	De Anza College	Training/Retraining	2011-2012	114000	\$2,075.00
Betlach, Marcy	Instructor	Language Arts	De Anza College	Training Retraining	2011-2012	114000	\$1,205.00
Board Liljenstolpe, Rebecca	Instructor	Language Arts	De Anza College	Training/Retraining	2011-2012	114000	\$740.00
Brown, Carolyn	Instructor	Fine Arts / Graphic and Interactive Design	Foothill College	Training/Retraining	2011-2012	114000	\$860.00
Flores, Kathy	Instructor	Language Arts	De Anza College	Training/Retraining	2011-2012	114000	\$675.00
Giardino, Alexandria	Instructor	Language Arts	De Anza College	Training/Retraining	2011-2012	114000	\$3,334.00
Pesano, Julie	Instructor	Language Arts	De Anza College	Training/Retraining	2011-2012	114000	\$770.00
Spragge, Phyllis	Instructor	Biological & Health Sciences	Foothill College	Training/Retraining	2011-2012	114000	\$3,832.50
Yee, Linda	Instructor	Language Arts / English as a Second Language	De Anza College	Training/Retraining	2011-2012	114000	\$413.00
CLASSIFIED							
RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Arellano, Anthony	Campus Facilities Rental Coordinator	College Operations	De Anza College	Ratification	May 4, 2011	115226	56 (1)
APPROVALS NEW HIRES - CLASSIFIED EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							

RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED HOURLY EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Mai, Trung	Tutorial Assistant - EDC	Special Education	De Anza College	Ratification	April 18, 2011	122020	35 (1)
APPROVALS NEW HIRES - CLASSIFIED HOURLY EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
NEW POSITIONS							
Position #	Position	Department / Division	Location	Action Requested	Months / FTE	Fund	Salary (Level)
None							
PROMOTIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
DEMOTIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
REASSIGNMENTS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
TRANSFER							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
RECLASSIFICATIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Years of Service
Kastelic, Helen Jeannie	Program Coordinator I	Learning Resources	De Anza College	Approval	June 30, 2011	114000	15.50
Schrage, Paul	Admissions & Records Assistant	Vice President, Student Services	De Anza College	Ratification	May 9, 2011	114000	5.25
39 MONTH RE-EMPLOYMENT							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
PERMANENT CONTRACT INCREASES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							

PERMANENT CONTRACT DECREASES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Blackborow, Sandra	Instructional Support Coordinator	Learning Resources	De Anza College	Ratification - from 12 months to 11 months	May 1, 2011	114000	46 (7)
PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
None							
PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
Engels, Kirsi	Library Technician, Senior	Library	Foothill College	Ratification	May 1, 2011	114000	3
Greene, Lily	Academic Advisor	Vice President Student Services	De Anza College	Ratification	May 1, 2011	120031	6
Hollins, Wilbert	Workstation & Systems Support Technician I	Educational Technology Services	Central Services	Ratification	May 1, 2011	114000	3
Huynh, Andy	Testing Technician	Counseling	De Anza College	Ratification	May 1, 2011	114000	2
Lu, Joy	Instructional Associate	Business/Computer Systems	De Anza College	Ratification	May 1, 2011	114000	8
Olsen, Cynthia	Division Administrative Assistant	Fine Arts & Communication	Foothill College	Ratification	May 1, 2011	114000	2
Bailey, Gina	Buyer, Senior	Operations	Central Services	Ratification	June 1, 2011	465501 - 75% 434501 - 10% 114000 - 15%	5
Jung, Henry	Admissions & Records Supervisor	Student Support Programs & Services	Foothill College	Ratification	June 1, 2011	114031	2
Robinson, Linda	Instructional Associate	Library	Foothill College	Ratification	June 1, 2011	114000	9
Skoog, Carol	Accounts Payable Assistant	Business Services	Central Services	Ratification	June 1, 2011	114000 - 93.1%, 120001 - 6.9%	2
SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
Garcia, Jesus	Grounds Gardener III	College Services	De Anza College	Ratification	June 1, 2011	114000	3
White, Curtis	Pool Maintenance Worker	Operations	Central Services	Ratification	June 1, 2011	114000	6

LONGEVITY AWARDS							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Years of Service</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
Angelo, Rose	Instructional Associate	Special Education	De Anza College	13	June 1, 2011	122020	2
Anthony, Ryan	Systems & Network Programmer, Sr	Educational Technology Services	Central Services	13	June 1, 2011	114000	2
Rodriguez, Jorge	EOPS Specialist, Senior	Student Support Programs & Services	Foothill College	13	June 1, 2011	120030	2
Winn, Monika	Accounting Assistant	Business Services	Central Services	23	June 1, 2011	114080 - 95% 128020 - 5%	4
NEW PART-TIME FACULTY							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
Christensen, Dwane D.	Instructor	PSME	De Anza College	New Hire	Spring 2011	114000	20 (1)
Howe, Adam D.	Instructor	Social Sciences	Foothill College	New Hire	Spring 2011	114000	20 (1)
Karkas, James P.	Instructor	Social Sciences	De Anza College	New Hire	Spring 2011	114000	10 (0)
Morales, Justin R.	Instructor	Language Arts	De Anza College	New Hire	Spring 2011	114000	20 (1)
Schlechter, Janet L.	Instructor	Bio/Health & Env Sciences	Foothill College	New Hire	Spring 2011	114000	31 (5)
Stasio, Mike J.	Instructor	Language Arts	De Anza College	New Hire	Spring 2011	114000	20 (1)
Sterling, Cassidy P.	Instructor	Social Sciences	De Anza College	New Hire	Spring 2011	114000	50 (1)
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>	
Care, Amber	Coordinator I	Biological, Health, and Environmental Sciences	De Anza College	May 9, 2011	June 30, 2011	135531	
Meacham, Dokesha	Specialist I	Admissions and Records	Foothill College	April 25, 2011	June 30, 2011	114000	
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>	
Le, Anthony	Assistant V	FHDA Foundation APALI	De Anza College	March 11, 2011	June 30, 2011	114080	
Olague, Eric	Coordinator III	Operations	Central Services	June 1, 2011	June 30, 2011	114000	

RATIFICATION OF EDUCATIONAL AGREEMENTS (INSTRUCTION)						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						
RATIFICATION OF ALLIED HEALTH PROFESSIONALS						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						
APPROVAL OF SEASONAL EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Bejarin, Vivian	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Carobus, Patricia	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Chan, Barbara	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Dahl, Marianne	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Dahlke, Barbara	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Dickson, Ryan	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Diehl, Mary	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Dodd, Elizabeth	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Dunlap, Kathleen	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Gleason, Carol	Assistant IV	Middlefield Campus	Foothill College	July 1, 2011	June 30, 2012	114000
Hamilton, Webster	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Hanzanamolis, Margaret	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Leonard, Amy	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Leslie, Wallis	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Levinger, Sonja	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040

Marchiano, Michelle	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
McKenna, Roberta	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Newman, Cheri	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Oman, Andrew	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Pekkain, Janell	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Peng, Cynthia	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Slothower, Ariel	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
Souza, Downey	Assistant V	Admissions and Records	Foothill College	July 18, 2011	June 20, 2012	114000
Thot-Johnson, Iris	Reader	Counseling	De Anza College	July 1, 2011	June 30, 2012	114040
APPROVAL OF SHORT TERM EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Elliott, Kari	Technical Support IV	Educational Technology Services	Central Services	July 1, 2011	June 30, 2012	114000
Holmes, Randolph	Coordinator III	Operations	Central Services	July 1, 2011	September 30, 2011	114000
Landisman, Kurt	Technical Specialist	Fine Arts and Communication	Foothill College	June 7, 2011	June 30, 2011	115114
Le, Anthony	Administrative Support IV	FHDA Foundation APALI	De Anza College	July 1, 2011	June 30, 2011	114080
Lundgren, Deborah	Teacher/Instructor II	Child Development	De Anza College	June 7, 2011	June 30, 2011	331002
Lundgren, Deborah	Teacher/Instructor II	Child Development	De Anza College	July 1, 2011	June 30, 2012	331002
Olague, Eric	Coordinator III	Operations	Central Services	July 1, 2011	September 30, 2011	114000
Pan, Theresa	Coordinator I	Academic Services	De Anza College	July 1, 2011	September 30, 2011	133031
Saguid, Marc	Assistant V	Physical Education and Human Performance	Foothill College	July 1, 2011	September 30, 2011	114000

Teppang, Noemi	Coordinator I	Academic Services	De Anza College	July 1, 2011	September 30, 2011	133031
White, Dorothea	Technical Specialist	Fine Arts and Communication	Foothill College	June 7, 2011	June 30, 2011	115114
Wu, Ying-Kuang Wu	Ed Services Provider (Prof Exp)	Business Services	Central Services	July 1, 2011	December 31, 2011	114000
APPROVAL OF INTERMITTENT EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Goularte, Ronald	Specialist II	Vice President Student Services	De Anza College	July 7, 2011	June 30, 2012	114080
McGann, Justin	Assistant II	Vice President Student Services	De Anza College	July 7, 2011	June 30, 2012	114080
APPROVAL OF ALLIED HEALTH PROFESSIONALS						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Gregory, Sandra	Allied Health Specialist	Biological and Health Sciences	Foothill College	July 1, 2011	June 30, 2012	114080
Terry, Katharine	Allied Health Specialist	Biological and Health Sciences	Foothill College	July 1, 2011	June 30, 2012	114080
APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Herman, Ron	Short Course Instructor	Community Education	De Anza College	July 5, 2011	September 30, 2011	115218
Rosenberg, Shanan	Short Course Instructor	Community Education	Foothill College	June 16, 2011	July 19, 2011	115133
Russell, John	Short Course Instructor	Community Education	De Anza College	July 5, 2011	September 30, 2011	115218
Fund #:	Description of Fund:					
114...	General Purpose					
115...	Self-Sustaining					
120...	Categorical					
121/131...	Categorical					
122...	Special Education					
123...	Work Study					
125...	Parking					
128...	Campus Center Fees					
200...	Debt Service					
300...	Child Development					
400...	Capital Projects					
500...	Enterprise					
600...	Internal Services					
700...	Financial Aid					