

## **Board of Trustees Agenda Item**

**Board Meeting Date:** June 6, 2011

**TITLE OF ITEM:** Resolution Authorizing the Reduction in Classified Service

### **BACKGROUND AND ANALYSIS:**

In accordance with Education Code Sections 88017, 88117, 88127 and Article 11 of the Agreement between the District and Association of Classified Employees (ACE), the board is requested to adopt Resolution #2011-21 eliminating the following positions and authorizing the District to provide the affected employee(s) with a forty-five (45) day notice of layoff.

- |  |                         |          |
|--|-------------------------|----------|
| ▪ Administrative Assistant II (Vacant)       | Global Access           | Foothill |
| ▪ Administrative Assistant II (Vacant)       | Apprenticeship Programs | Foothill |
| ▪ Division Administrative Assistant (Vacant) | CTIS                    | Foothill |
| ▪ Instructional Designer (Vacant)            | CTIS                    | Foothill |
| ▪ Program Coordinator Sr.                    | Global Access           | Foothill |
| ▪ Theater and Fine Arts Assistant            | Fine Arts               | Foothill |

### **RECOMMENDATION:**

Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity recommends board authorization to eliminate the position of Customer Service Assistant – De Anza College

|                           |  |
|---------------------------|--|
| Submitted by:             | Dorene Novotny, Vice Chancellor of Human Resources & Equal Opportunity x6211 |
| Additional contact names: | Suzanne Pfeiffer, Director of Human Resources x6109                          |
| Is backup provided?       | Yes  |

Foothill-De Anza Community College District  
Resolution # 2011-21

RESOLUTION AUTHORIZING THE REDUCTION OF CLASSIFIED SERVICE

WHEREAS; the budget projected for the 2011-2012 fiscal year presents significant fiscal challenges;  
and

WHEREAS; the District has determined that the following classified positions will be eliminated for  
lack of funds effective June 30, 2011:

|   |                                |                 |
|---|--------------------------------|-----------------|
| <i>Administrative Assistant II (Vacant)</i>       | <i>Global Access</i>           | <i>Foothill</i> |
| <i>Administrative Assistant II (Vacant)</i>       | <i>Apprenticeship Programs</i> | <i>Foothill</i> |
| <i>Division Administrative Assistant (Vacant)</i> | <i>CTIS</i>                    | <i>Foothill</i> |
| <i>Instructional Designer (Vacant)</i>            | <i>CTIS</i>                    | <i>Foothill</i> |

WHEREAS; the budget for the Global Access Division has been reduced for the 2011-2012 fiscal  
year;

WHEREAS; the District has determined that the following classified position will be eliminated for  
lack of funds effective July 21, 2011

|                                |                      |                 |
|--------------------------------|----------------------|-----------------|
| <i>Program Coordinator Sr.</i> | <i>Global Access</i> | <i>Foothill</i> |
|--------------------------------|----------------------|-----------------|

WHEREAS; the Smithwick Theater will be shutting down for renovations;

WHEREAS; the District has determine that the following classified position will be eliminated for  
lack of work effective July 31, 2011

|  |                  |                 |
|--|------------------|-----------------|
| <i>Theater and Fine Arts Assistant</i> | <i>Fine Arts</i> | <i>Foothill</i> |
|--|------------------|-----------------|

THEREFORE; BE IT RESOLVED, the classified service be reduced and the Board of the Foothill-De  
Anza Community College District, in accordance with Education Code sections , 88117, 88127 and  
Article 11 of the Agreement between the District and Association of Classified Employees (ACE),  
authorize the District to provide the affected employee(s) with a forty-five (45) day notice of layoff.

I HEREBY CERTIFY that the foregoing resolution was duly introduced, passed, and adopted by the  
Governing Board at a regularly called and conducted meeting held on June 6, 2011 the following vote:

AYES:

NOES:

ABSENT:

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Linda Thor, Ed.D.  
Secretary to the Board of Trustees of the  
Foothill-De Anza Community College District