

## **Board of Trustees Agenda Item**

**Board Meeting Date:** June 20, 2011

### **TITLE OF ITEMS:**

- Human Resources Reports
  - PDL Leave Reports
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### **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.

#### PDL Leave Reports

In accordance with Article 17.16 and 17.17 of the *Agreement* between the District and the Faculty Association, the Professional Development Leave Committee has reviewed and approved Professional Development Leave Reports from the faculty employees listed on the attached HR board report who successfully met the objectives of their leaves. The Board is requested to accept the reports and is encouraged to read the reports which are available for review in the District Human Resources Office.

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### **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 20, 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)
None							
PDL LEAVE REPORTS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Bloom, Roberta	Instructor	PSME	De Anza College	Recommend approval for PDL report	F08, F09, F10	n/a	n/a
Chai, Christine	Instructor	Language Arts	De Anza College	Recommend approval for PDL report	F08, W10, F10	n/a	n/a
Chow, Karen	Instructor	Language Arts	De Anza College	Recommend approval for PDL report	F08, F09, F10	n/a	n/a
Cichanski, Marek	Instructor	PSME	De Anza College	Recommend approval for PDL report	F09, W09, S10	n/a	n/a
Cruz, Mayra	Instructor	Social Science	De Anza College	Recommend approval for PDL report	F09, W10, S10	n/a	n/a
Josselyn, Carol	Instructor	Fine Arts & Communication	Foothill College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a
Key, Jenene	Instructor	Biological & Health Sciences	Foothill College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a
Lam, Clara	Instructor	Language Arts	De Anza College	Recommend approval for PDL report	F08, F09, F10	n/a	n/a
Lam, Phong	Instructor	PSME	Foothill College	Recommend approval for PDL report	F09, W10, S10	n/a	n/a
Madigan, Julie	Instructor	Language Arts	De Anza College	Recommend approval for PDL report	F08, F09, F10	n/a	n/a
Milonas, Faith	Counselor	Counseling	De Anza College	Recommend approval for PDL report	F09, W10, S10	n/a	n/a
Moen, Loraine	Instructor	PSME	De Anza College	Recommend approval for PDL report	S08, F08, S10	n/a	n/a
Ni, Preston	Instructor	Fine Arts & Communication	Foothill College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a
Owiesny, Cheryl	Instructor	Physical Education	De Anza College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a

Phillips, Julie	Instructor	Biological, Health & Environmental Sciences	De Anza College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a
Quigley, Jill	Instructor	Language Arts	De Anza College	Recommend approval for PDL report	F08, W10, F10	n/a	n/a
Seyedin, Sara	Instructor	Business & Social Sciences	Foothill College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a
Sherwood, Rebecca	Instructor	Biological, Health & Environmental Sciences	De Anza College	Recommend approval for PDL report	F08, F09, F10	n/a	n/a
Tripp Caldwell, Kristin	Instructor	Fine Arts & Communication	Foothill College	Recommend approval for PDL report	S08, S09, S10	n/a	n/a
<b>CLASSIFIED</b>							
<b>RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED EMPLOYEES</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>APPROVALS NEW HIRES - CLASSIFIED EMPLOYEES</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED HOURLY EMPLOYEES</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>APPROVALS NEW HIRES - CLASSIFIED HOURLY EMPLOYEES</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>NEW POSITIONS</b>							
<b>Position #</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Months / FTE</b>	<b>Fund</b>	<b>Salary (Level)</b>
None							
<b>PROMOTIONS</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>DEMOTIONS</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>REASSIGNMENTS</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
None							
<b>REASSIGNMENTS DUE TO BUMPING OF LAYOFFS</b>							
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Action Requested</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Salary (Level / Step)</b>
Frieson, Willie	Program Coordinator I	Counseling & Matriculation	Foothill College	Approval	July 1, 2011	114000	48 (7)
Oeh, Karen	Program Coordinator I	Instruction	De Anza College	Approval	July 1, 2011	114000	48 (7)

RECLASSIFICATIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Evert, Olga	Executive Assistant	Academic Services	De Anza College	Ratification	May 6, 2011	114000	46 (4)
Malmgren, Susan	Technology Training Specialist	Educational Technology Services	Central Services	Ratification	April 6, 2011	114000	54 (7)
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Years of Service
Zamora, Lillian	Office Assistant	Vice President Student Servces	De Anza College	Ratification	June 3, 2011	114000	13.50
39 MONTH RE-EMPLOYMENT							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
McCarron, Jean	Theatre & Fine Arts Assistant	Fine Arts & Communcations	Foothill College	Approval	August 1, 2011	114000	46 (5)
TRANSFERS							
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)
None							
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
None							
SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
None							
LONGEVITY AWARDS							
Employee Name	Position	Department / Division	Location	Years of Service	Effective Date	Fund	Salary (Level / Step)
None							
NEW PART-TIME FACULTY							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Buettner, David A.	Instructor	Social Sciences	De Anza College	New Hire	Spring 2011	114000	20 (1)
Shumway, Steve S.	Instructor	Creative Arts	De Anza College	New Hire	Spring 2011	114000	40 (2)

## SHORT TERM EMPLOYEES

### RATIFICATION OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Chio, Fiorella	Administrative Support II	Bookstore	De Anza College	May 2, 2011	June 30, 2011	114080
Olbourne, Linda	Technical Support	Fine Arts and Communication	Foothill College	June 7, 2011	June 30, 2011	115114

### RATIFICATION OF SEASONAL EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Phillips, Ryan	Management Support I	Business Services	Central Services	May 23, 2011	June 30, 2011	114000

### RATIFICATION OF INTERMITTENT EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Estrada Bonilla, Mariel D.	Assistant V	Middlefield	Foothill College	May 16, 2011	June 30, 2011	121106
Reyes, Kimberly A.	Assistant V	Middlefield	Foothill College	May 9, 2011	June 30, 2011	121106

### 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
None						

### APPROVAL OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Amaro, Doug	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Bagnell, Brandon	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Baldwin, Stan	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Bloom, Gary	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Buzzell, Troy	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Chew, John	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Dorris, Kyle	Administrative Support IV	District Safety and Security	Central Services	July 1, 2011	December 31, 2011	114000

Ericksen, Kenneth	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Fahs, Bradley	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Fernandez, Adam	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Martinez, Angie	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
McGowan, Kristen	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Olbourne, Linda	Technical Support	Fine Arts and Communication	Foothill College	July 1, 2011	July 31, 2011	115114
Perrone, David	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Phillips, Ryan	Management Support II	Business Services	Central Services	July 1, 2011	December 31, 2011	114000
Rangel, Anthony	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Ruiz, Alex	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000
Tully, Kevin	Specialist I	Middlefield/EMT	Foothill College	July 1, 2011	June 30, 2012	114000

#### APPROVAL OF INTERMITTENT EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						

#### APPROVAL OF ALLIED HEALTH PROFESSIONALS

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Care, Amber	Allied Health Specialist	Biological, Health, and Environmental Sciences	De Anza College	July 1, 2011	June 30, 2012	135006

#### APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						

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