

## **Board of Trustees Agenda Item**

**Board Meeting Date:** October 3, 2011

**TITLE OF ITEMS:** Human Resources Reports

### **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.

### **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: October 3, 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)
Dauer, Lesley	Instructor	Language Arts	Foothill College	Contract Reduction to 75%	Fall Quarter 2011	114000	n/a
Dobosz, Debra	Instructor	BHES	De Anza College	New Hire	September 22, 2011 10 months	114000	Column III, Step 7 @ \$7,518.29/month
Murray, Peter	Division Dean	PSME	Foothill College	Reclassify position from Level J to Level K to reflect increased responsibilities	October 1, 2011	114000	Level K, Step 6 @ \$12,039.41/month
Muthyala-Kandula, Anita	Interim Division Dean	Biological Health & Science	De Anza College	New Hire	September 22, 2011 through December 31, 2011	114000	Range K, Step 2 @ \$10,293.31/month
New Position	Community Organizer	Academic Services	De Anza College	Create new one-year temporary 10-month position	Fall Quarter 2011	844580	n/a

### APPROVAL

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

## CLASSIFIED

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

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

### APPROVALS NEW HIRES - CLASSIFIED EMPLOYEES

Employee Name	Position	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)
None							

### APPROVALS NEW HIRES - CLASSIFIED HOURLY EMPLOYEES

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

### NEW POSITIONS

<i>Position #</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Months / FTE</i>	<i>Fund</i>	<i>Salary (Level)</i>
430690	Buyer, Senior	Operations	Central Services	Approval	12 / 1.00	465510	54
<b>PROMOTIONS</b>							
<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>
Galoyan, Naziko	Evaluation Specialist	Counseling & Student Service	Foothill College	Ratification	September 6, 2011	114000	46 (3)
<b>DEMOTIONS</b>							
<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>
None							
<b>REASSIGNMENTS</b>							
<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>
None							
<b>TRANSFER</b>							
<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>
Razzaqui, Zarmina	Administrative Assistant	Adaptive Learning & Disability	Foothill College	Ratification - Transfer from Career/Workforce & Technology to Adaptive Learning & Disability	September 12, 2011	114000	42 (7)
Tran, Phuong	Administrative Assistant	Career/Workforce & Tehcnology	Foothill College	Ratification - Transfer from Adaptive Learning & Disability to Career/Workforce & Technology	September 12, 2011	122010 / 120021	42 (6)
<b>RECLASSIFICATIONS</b>							
<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>
None							
<b>ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES</b>							
<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>Years of Service</i>
Arquines, Joe	Grounds Gardener III	Operations	Central Services	Ratification	September 30, 2011	114000	15.50
Paccioretti, Michael	Parking & Special Events Coordinator	District Safety & Security	Central Services	Approval	December 29, 2011	125000 / 114000	33.00
White, Curtis	Pool Maintenance Worker	Plant Services	Central Services	Ratification	September 30, 2011	114000	25.33
Wong, Lauren	Campus Budget/Enroll Analyst	Ed Resources & Instruction	Foothill College	Approval	December 29, 2011	114000	31.25
<b>39 MONTH RE-EMPLOYMENT</b>							
<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>
None							

PERMANENT CONTRACT INCREASES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Vacant Position	Buyer, Sr.	Operations	Central Services	25% increase to position 430685 from 75% to 100% - Approval	October 4, 2011	465510	54
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
Contreras, Leo	Journey - HVAC	Operations	Central Services	Ratification	July 1, 2011	114001	16
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							
NEW PART-TIME FACULTY							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
SHORT TERM EMPLOYEES							
RATIFICATION OF SHORT TERM EMPLOYEES							
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	
Chaverst, Ronelle	Administrative Support III	VP Student Services	De Anza College	October 3, 2011	June 30, 2012	114000	
Hassan, Shahram Shafeeq	Management Support II	VP Student Services	De Anza College	August 1, 2011	September 30, 2011	114000	
Howe, Rene A.	Administrative Support I	Bookstore	De Anza College	September 12, 2011	October 11, 2011	114080	
Kennedy, Colin	Specialist II	College Services	De Anza College	July 1, 2011	June 30, 2012	115268	
Larson, Karla Carmon	Administrative Support IV	Student Services	De Anza College	September 27, 2011	June 30, 2012	114000	
Olague, Eric	Coordinator III	Operations	Central Services	October 1, 2011	February 28, 2012	114000	
RATIFICATION OF SEASONAL EMPLOYEES							
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	
Alexander, Mark	Assistant Coach - Football	Physical Education	De Anza College	September 26, 2011	November 30, 2011	115244	

Anderson, Janet L	Administrative Support III	Bookstore	De Anza College	September 12, 2011	June 30, 2012	114080
Dryer, Greg	Assistant Coach - Football	Physical Education	De Anza College	October 4, 2011	November 30, 2011	115244
Jahn, Elizabeth	Clerk III	Bookstore	De Anza College	September 12, 2011	June 30, 2012	114080
King, Heidi	Technical Specialist	PSME	Foothill College	July 1, 2011	June 30, 2012	114080
Leatigaga, Christopher	Assistant Coach - Football	Physical Education & Human Performance	Foothill College	August 15, 2011	November 30, 2011	114000
McGregor, Steven	Clerk III	Bookstore	De Anza College	September 12, 2011	June 30, 2012	114080
Miller, Sarah	Assistant III	Community Education	De Anza College	September 24, 2011	March 31, 2012	115216
Obenour, Dave	Assistant Coach - Football	Physical Education	De Anza College	September 26, 2011	November 30, 2011	115244
Oliver, April	Assistant Coach - Soccer	Physical Education	De Anza College	September 26, 2011	November 30, 2011	115244
Peace, Tyrone	Assistant Coach - Football	Physical Education & Human Performance	Foothill College	August 15, 2011	November 30, 2011	114000
Raivio, Matthew Scott	Coordinator III	Physical Education & Human Performance	Foothill College	August 15, 2011	September 23, 2011	114000
Rosenberg, Debra R	Clerk II	Bookstore	De Anza College	September 12, 2011	October 12, 2011	114080
Saguid, Marc	Assistant V	Physical Education & Human Performance	Foothill College	October 1, 2011	December 31, 2011	114000
Sakurai, Mamiko	Assistant IV	Child Development	De Anza College	September 1, 2011	June 30, 2012	331002
Sharabi, Moshe M	Assistant Coach - Soccer	Physical Education & Human Performance	Foothill College	September 1, 2011	November 30, 2011	114000
Taufalele, Joshua	Assistant Coach - Football	Physical Education & Human Performance	Foothill College	August 15, 2011	November 30, 2011	114000
Tong, Nicholas	Assistant III	Community Education	De Anza College	September 14, 2011	March 31, 2012	115216
Tran, Tam	Assistant III	Child Development	De Anza College	September 1, 2011	June 30, 2012	331002
Wargon, Lucy	Clerk III	Bookstore	De Anza College	September 12, 2011	June 30, 2012	114080
Widjaja, Suryanty	Clerk II	Bookstore	De Anza College	September 12, 2011	October 12, 2011	114080
Williams, Lizzie	Assistant Coach - Football	Physical Education	De Anza College	October 4, 2011	November 30, 2011	115244

#### RATIFICATION OF INTERMITTENT EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Allen, Terry G.	Warehouse Worker I	Operations	Central Services	August 24, 2011	June 30, 2012	114000
Taylor, Valerie	Educationa Service Prov	Learning Resources	De Anza College	September 1, 2011	June 30, 2012	114000

#### APPROVAL OF SEASONAL EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Fernando, Nirmala	Assistant III	Child Development	De Anza College	October 4, 2011	June 30, 2012	331002
Prescott, Theresa	Assistant III	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080

#### APPROVAL OF SHORT TERM EMPLOYEES

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

#### 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
None						

#### APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Baumert, Oksana	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
Karimi, Pantea	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
Kurtyka, John	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
L. Malan, Janet	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
Larson Locore, Marlene	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
Regua, Ernest	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
Sanchez, Lydia	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080
Velazquez, Cristina	Short Course Instructor	Creative Arts	De Anza College	October 4, 2011	December 19, 2011	114080

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