

Board of Trustees Agenda Item

Board Meeting Date: December 5, 2011

TITLE OF ITEMS:

- Human Resources 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.

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:	Suzanne Pfeiffer, Director of Human Resources x6109
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: December 5, 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)
Dauer, Lesley	Instructor	Language Arts	Foothill College	Extension of Contract Reduction to 75%	Winter 2012 and Spring 2012	114000	n/a
Gregorio, Gertrude	Dean	Adaptive Learning	Foothill College	Resignation for the purpose of retirement	January 3, 2012	n/a	n/a
Gutkind, Susan	Division Dean	Physical Education and Human Performance	Foothill College	New Hire	January 3, 2012	114000	Range J, Step 1 @ \$9,361.89 / month
Mummert, John	Interim Vice President	Workforce Education	Foothill College	Extension of interim assignment	January 1, 2012 through March 31, 2012	114000	n/a
Swett, Denise	Acting Vice President	Student Services and Instruction	Foothill College	Extension of acting assignment	January 1, 2012 through March 31, 2012	114000	n/a
Violett, Glenn	Acting Dean	Business & Social Sciences Division	Foothill College	Extension of acting assignment	January 1, 2012 through March 31, 2012	114000	n/a
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	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)
None							
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)
230815	Administrative Assistant I	Academic Services	De Anza College	Approval	12 / 1.00	133032	42
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)
Ishikawa, Akemi	Administrative Assistant II	Foothill Global Access	Foothill College	Ratification	December 1, 2011	114000	46 (7)
RECLASSIFICATIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Abbruscato, John	Network Engineer (title change only)	ETS	Central Services	Ratification	August 17, 2011	n/a	n/a
Frandy, Daniel	Network Engineer (title change only)	ETS	Central Services	Ratification	August 17, 2011	n/a	n/a
Gillett, David	Network Security Engineer	ETS	Central Services	Ratification	August 17, 2011	114000	73 (7)
Franco, Stephanie	Graduation and Evaluation Coordinator	Student Support Programs & Services	Foothill College	Ratification	August 25, 2011	114000	55 (7)
McGee, Kent	Graduation and Evaluation Coordinator	VP Student Services	De Anza College	Ratification	September 30, 2011	114000	55 (7)
Zink, Paul	Network Engineer (title change only)	ETS	Central Services	Ratification	August 17, 2011	n/a	n/a
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Years of Service
Gates, Maureen	Police Support Services Coord	Operations	Central Services	Approval	December 9, 2011	114000	34.50
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)
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
Bowers, Shelly	Adminssions & Records Assistant	Student Support Programs & Services	Foothill College	Ratification	December 1, 2011	114000	7
Cross, Stanley	Police Sergeant	District Safety & Security	Central Services	Ratification	December 1, 2011	125000 / 114000	7
Harding, Barbara	Library Technician, Senior	Language Arts	Foothill College	Ratification	December 1, 2011	114000	3
Widiarta, Erwin	Programmer Analyst, Senior	ETS	Central Services	Ratification	December 1, 2011	114000	1
Woo, Jerrick	Computer Project Coordinator	ETS	Central Services	Ratification	December 1, 2011	114000	7
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)
None							
SHORT TERM EMPLOYEES							
RATIFICATION OF SHORT TERM EMPLOYEES							
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	
Wheat, Casie Lee	Coordinator I	Academic Services	De Anza College	October 10, 2011	June 29, 2012	120084	
RATIFICATION OF SEASONAL EMPLOYEES							
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	
Cowden, Jack Elbert	Assistant Coach - Volleyball	Physcial Ed & Human Performance	Foothill College	August 15, 2011	November 30, 2011	114000	
Davis, Julie	Assistant V	Biological & Health Sciences	Foothill College	July 1, 2011	June 30, 2012	114080	
Duncan, Alfred	Interpreter IV	Special Education	De Anza College	November 8, 2011	June 30, 2012	122020	
Fass, Adrienne Marie	Assistant Coach - Soccer	Physcial Ed & Human Performance	Foothill College	August 15, 2011	November 30, 2011	114000	

Fauerskov, Helle	Interpreter IV	Special Education	De Anza College	November 8, 2011	June 30, 2012	122020
Gunter, Janelle	Interpreter IV	Special Education	De Anza College	November 8, 2011	June 30, 2012	122020
APPROVAL OF SEASONAL EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Gilbert, Edward	Technical Support III	Fine Arts	Foothill College	February 1, 2012	February 29, 2012	443111
Gishifu, Marie	Assistant Coach - Basketball	Physical Education	De Anza College	December 6, 2011	December 9, 2011	115244
Graham, Christopher	Technical Support III	Fine Arts	Foothill College	February 1, 2012	February 29, 2012	443111
Lopez, Alison	Assistant Coach - Basketball	Physical Education	De Anza College	December 6, 2011	February 29, 2012	115244
Malloy, Christopher	Assistant Coach - Basketball	Physical Education	De Anza College	December 6, 2011	February 29, 2012	115244
APPROVAL OF SHORT TERM EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Gilbert, Edward	Technical Support III	Fine Arts	Foothill College	February 1, 2012	June 30, 2012	115115
Graham, Christopher	Technical Support III	Fine Arts	Foothill College	February 1, 2012	June 30, 2012	115115
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
Esteban, Judith Sandra	Assistant V	Biological & Health Sciences	Foothill College	December 6, 2011	June 30, 2012	114000
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