

## **Board of Trustees Agenda Item**

**Board Meeting Date:** January 9, 2012

**Title of Item:** Human Resources Reports

### **Background and Analysis:**

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.

**Recommendation:** 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: January 9, 2012

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)
Denver, Cathy	Counselor	Counseling	Foothill College	Contract Reduction to 60%	January 9, 2012 through June 29, 2012	n/a	n/a
Fischer, Kay	Community Organizer	Academic Services	De Anza College	Employment in Accordance with Education Code Section 87470	January 9, 2012 through June 29, 2012	841006	Column III, Step C(3) @ \$6,391.18 / month
Fisher, Gary	Instructor	PSME	De Anza College	Resignation for the purpose of retirement	December 16, 2011	n/a	n/a
Huseman, David	Instructor	Biology and Health Sciences - EMT Paramedic Program	Foothill College	Temporary Employment in Accordance with Education Code Section 87481	January 9, 2012 through June 29, 2012	114000	Column I, Step I(9) @ \$7,518.29 /month
Leonard, Amy	Instructor	Language Arts	De Anza College	New Hire	January 9, 2012 10 months	114000	Column II, Step C(3) @ \$6,109.41 / month
Muthyala-Kandula, Anita	Division Dean	Biological, Health and Environmental Sciences & Workforce Education	De Anza College	Promotion	December 1, 2011 through June 30, 2012	114000	Range K, Step 2 @ \$10,293.31/month
Palmore, Kim	Instructor	Language Arts	De Anza College	New Hire	January 9, 2012 10 months	114000	Column V, Step F(6) @ \$7,800.06 / month

### APPROVAL

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Mieso, Rob	Director, Office of Outreach and Relations with Schools	Student Services	De Anza College	Reclassify position from Level F to Level G to reflect increased responsibilities	February 1, 2012	114000	Range G, Step 7 @ \$8,952.63 / month
Moberg, Kathleen	Dean, Admissions and Records	Student Services	De Anza College	Reclassify position from Level I to Level J to reflect increased responsibilities	February 1, 2012	114000	Range J, Step K @ \$11,841.66 / month
Neal, Veronica	Director, Equity, Social Justice & Multicultural Education	Academic Services	De Anza College	New Hire	February 1, 2012 10 months	114000	Column V, Step B(2) @ \$6,672.96 / month
Scattini, Gene	Instructor	Kinesiology and Athletics	Foothill College	Resignation for the purpose of retirement	June 29, 2012	n/a	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)
Gracian, Lecue	Painter - Journey	Operations	Central Services	Ratification	January 3, 2012	114000	52

### 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)
None							
PROMOTIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Allshouse, Dawn	Buyer, Senior	Material & Purchasing Services	Central Services	Ratification	December 1, 2011	114000 / 465501 / 465510	54 (4)
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)
Vacant	Budget Analyst	Educational Resources & Instruction	Foothill College	Ratification	December 30, 2011	114000	56
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Years of Service
Bourquin, Michael	Journey - Electrician	Operations	Central Services	Ratification	December 15, 2011	114000	10.50
Ly, Henry	Computer Project Coordinator	Educational Technology Services	Central Services	Ratification	December 29, 2011	114000	29.00
Romatz, Cynthia	Evaluation Specialist	VP Student Services	De Anza College	Ratification	December 29, 2011	114000	22.25
Wolf, Linda	Division Administrative Assistant	PSME	De Anza College	Ratification	December 29, 2011	114000	24.50
39 MONTH RE-EMPLOYMENT							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
PERMANENT CONTRACT INCREASES							

<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>PERMANENT CONTRACT DECREASES</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>PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)</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># of Awards</i>
None							
<b>PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)</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># of Awards</i>
None							
<b>SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)</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># of Awards</i>
None							
<b>LONGEVITY AWARDS</b>							
<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>
None							
<b>NEW PART-TIME FACULTY</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>SHORT TERM EMPLOYEES</b>							
<b>RATIFICATION OF SHORT TERM EMPLOYEES</b>							
<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>	
Dorris, Kyle	Technical Support III	Safety and Security	Central Services	January 3, 2012	June 30, 2012	114000	
Kneeland, Eric	Specialist I	Fine Arts	Foothill College	October 4, 2011	October 14, 2011	114080	
Poerio, Regina Anne	Technical Support III	Safety and Security	Central Services	December 7, 2011	June 30, 2012	114000	
Roman, Rolando	RN Program Support	Health Services	De Anza College	January 17, 2012	March 30, 2012	135006	
Saguid, Marc	Technical Support II	Physical Education	Foothill College	January 3, 2012	June 30, 2012	115117	
Wong, Laureen	Budget Analyst	Educational Resources & Instruction	Foothill College	January 3, 2012	June 30, 2012	114000	
<b>RATIFICATION OF SEASONAL EMPLOYEES</b>							
<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>	
Atwal, Rupinder	STEM Intern	Physical Science/Math/Engineering	Foothill College	December 1, 2011	March 30, 2012	115174	
Morbo, John	Assistant Coach - Basketball	Physical Education	De Anza College	January 10, 2012	January 11, 2012	115244	
Prasad, Ravina	Assistant II	Child Development Center	De Anza	November 22, 2011	June 30, 2012	331001	

Reardon, James	Assistant Coach - Basketball	Physical Education	De Anza College	January 10, 2012	January 11, 2012	115244
Soper, Brianna	Specialist II	District Safety and Security	Central Services	November 28, 2011	May 31, 2012	114000
Thai, Minh Hung	Administrative Support IV	Business Services	Central Services	November 1, 2011	December 29, 2011	114000
<b>APPROVAL OF SEASONAL EMPLOYEES</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
None						
<b>APPROVAL OF SHORT TERM EMPLOYEES</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
None						
<b>APPROVAL OF INTERMITTENT EMPLOYEES</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
None						
<b>APPROVAL OF ALLIED HEALTH PROFESSIONALS</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
None						
<b>APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
None						
<b>Fund #:</b>	<b>Description of Fund:</b>					
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					