

Board of Trustees Agenda Item

Board Meeting Date: February 6, 2012

TITLE OF ITEM: Human Resources Reports
PDL Applications

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 Applications

Board approval is requested for Professional Development Leaves for the 2012-2013 Academic Year. A total of 43 quarters of leave are requested for 2012-2013.

At this time, the Professional Development Leave committee requests that 40 quarters be awarded to the 14 faculty members recommended by the Committee.

RECOMMENDATION: Vice Chancellor of Human Resources and Equal Opportunity Dorene Novotny 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: February 6, 2012

Human Resources Report - Employment and Personnel Actions

ADMINISTRATORS							
RATIFICATION							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Myers, Roseann	Vice President	Student Development and Instruction	Foothill College	Resignation for the purpose of retirement	February 1, 2012	n/a	n/a
Le Bleu-Burns, Michele	Dean	Student Development and EOPS	De Anza College	Reclassify position from Level I to Level J to reflect increased responsibilities	March 1, 2012	114000	Level J, Step 5 @ \$11,162.39 / month
APPROVAL							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Gannon, Patrick	Director	Campus Center	De Anza College	Training Retraining Approval	July 1, 2012	144000	\$3,272.78
Swett, Denise	Acting Vice President	Student Development and Instruction	Foothill College	Training Retraining Approval	July 1, 2012	144000	\$1,950.00
Swett, Denise	Acting Vice President	Student Development and Instruction	Foothill College	Extend Acting Assignment	April 1, 2012 through June 30, 2012	144000	n/a
FULL-TIME FACULTY							
RATIFICATION							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Yee, Linda	Instructor	Language Arts	De Anza College	Partial unpaid leave of absence for load reduction to 67%.	Winter 2012	n/a	n/a
APPROVAL							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Cadge-Moore, Catie	Instructor	Art History	De Anza College	Professional Development Leave	F12, F13, F14	n/a	n/a
Cohen, Vivian	Counselor	Counseling and Matriculation	Foothill College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Connell, Samuel V.	Instructor	Anthropology	Foothill College	Professional Development Leave	S13, F13, F14	n/a	n/a
Denny, Dave	Instructor	Language Arts	De Anza College	Professional Development Leave	F12, W13, S13	n/a	n/a
Gray, David Hamilton	Instructor	Chemistry	De Anza College	Professional Development Leave	F12, W13, S13	n/a	n/a
Hansen, Tess	Instructor	Language Arts	Foothill College	Professional Development Leave	F12, W13, S13	n/a	n/a
Helfman, Suzanne	Instructor	Language Arts	De Anza College	Professional Development Leave	F12, F13, F14	n/a	n/a
Lankford, Scott	Instructor	Language Arts	Foothill College	Professional Development Leave	S13, S14, S15	n/a	n/a
Mitchell, George D.	Instructor	Creative Arts	De Anza College	Professional Development Leave	F12, F13, F14	n/a	n/a

Moen, Loraine	Instructor	PSME	De Anza College	Unpaid leave of absence	Spring 2012	n/a	n/a
Nagel, William	Instructor	Graphic Design	De Anza College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Nengo, Isaiah	Instructor	Anthropology	De Anza College	Professional Development Leave	W13, W14, W15	n/a	n/a
Plum, Kathryn	Instructor	PSME	De Anza College	Professional Development Leave	F12	n/a	n/a
Scattini, Gene	Instructor	Kinesiology and Athletics	Foothill College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Simes, Alan	Instructor	Language Arts	De Anza College	Professional Development Leave	S13, S14, S15	n/a	n/a
Singh, Sukhjot	Instructor	Computer Science	De Anza College	Professional Development Leave	F12, F13, F14	n/a	n/a
Skager, Kristin	Instructor	Language Arts	De Anza College	Professional Development Leave	F12, F13, F14	n/a	n/a
Vance-Lee, Davida	Counselor	Counseling and Matriculation	Foothill College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Ziegenhorn, William	Instructor	History	Foothill College	Professional Development Leave	F12, W13, S13	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)
Monsell, Cathleen	Administrative Assistant I	Counseling & Matriculation	De Anza College	Ratification	January 4, 2012	114000	42 (1)
Soliz, Joshua	Secretary	HTCTU	De Anza College	Ratification	January 23, 2012	135513	37 (1)
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)
Nguyen, Johnny	Evening Chemistry Stockroom Clerk	PSME	De Anza College	Ratification	January 2, 2012	114000	35 (1)
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)
None							
DEMOTIONS							

<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							
REASSIGNMENTS							
<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							
TRANSFER							
<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>
Nguyen, Ha Van	Custodian II	Operations	Central Services	Ratification	January 3, 2012	114000	37 (7)
Rivas, Rene	Custodian II	College Services	De Anza College	Ratification	January 10, 2012	128020	37 (7)
RECLASSIFICATIONS							
<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							
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
<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>
Leever, Ann	Instructional Associate	Distance Learning	De Anza College	Approval	April 30, 2012	114000	12.50
39 MONTH RE-EMPLOYMENT							
<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							
<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 DECREASES							
<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							
PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)							
<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							
PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)							
<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>
Ortiz, Erin	Student Activities Specialist	Student Affairs & Activities	Foothill College	Ratification	January 1, 2012	114000	1
Washington, Mary	Division Administrative Assistant	PSME	De Anza College	Ratification	January 1, 2012	114000	5
SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)							
<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							
LONGEVITY AWARDS							

<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							
NEW PART-TIME FACULTY							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary Level</i>	<i>Salary Step</i>
Awad, Awad A.	Instructor	Intercultural/International	De Anza College	New Hire	Fall 2011	50	2
Johnson, Cornelia D.	Instructor	Bio/Health & Env Sciences	De Anza College	New Hire	Fall 2011	10	5
Martinez, Maynard D.	Instructor	Non-Credit	Foothill College	New Hire	Fall 2011	20	1
Miranda, Jessica	Instructor	Non-Credit	Foothill College	New Hire	Fall 2011	30	4
Ratner, Keith	Instructor	Business/Computer Systems	De Anza College	New Hire	Fall 2011	10	1
Villarreal, Carlos	Instructor	Non-Credit	Foothill College	New Hire	Fall 2011	10	1
SHORT TERM EMPLOYEES							
RATIFICATION OF SHORT TERM EMPLOYEES							
<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>	
Coffman, David	Technical Support III	Fine Arts	Foothill College	February 1, 2012	February 29, 2012	443111	
Coffman, David	Technical Support III	Fine Arts	Foothill College	February 1, 2012	June 30, 2012	115115	
Dinh, Victoria	Assessment Administrator	Student Success Testing Services	Foothill College	December 19, 2011	June 30, 2012	114000	
Englebrecht, J	Theater Professional	Fine Arts	Foothill College	January 10, 2012	February 29, 2012	115114	
Hagiwara, Kathleen	Technical Support II	Health Services	Foothill College	December 15, 2011	June 30, 2012	121020	
Le, Binh Yen Thi	Technical Support III	Ed Resources/Instruction	Foothill College	January 10, 2012	June 30, 2012	114000	
McCarthy, Maureen	Administrative Support III	Language Arts	Foothill College	January 3, 2012	June 30, 2012	114000	
Nava, Juan	Administrative Assistant II	DA College Bookstore	De Anza College	December 1, 2011	May 30, 2012	114080	
Thai, Minh Hung	Administrative Support IV	Business Services	Central Services	November 1, 2011	April 30, 2012	114000	
RATIFICATION OF SEASONAL EMPLOYEES							
<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>	
Brown, Dannielle	Assistant Coach	Kinesiology and Athletics	Foothill College	January 3, 2012	May 30, 2012	114000	
Howe, Rene	Administrative Assistant I	DA College Bookstore	De Anza College	December 5, 2011	January 24, 2012	114080	
LeCount, Gregory	Assistant Coach	Kinesiology and Athletics	Foothill College	November 1, 2011	March 30, 2012	114000	
McCarthy, Maureen	Technical Support IV	Ed Resources/Instruction	Foothill College	January 1, 2012	January 31, 2012	114000	

McConnell, Brittany	Assistant Coach	Kinesiology and Athletics	Foothill College	January 3, 2012	May 30, 2012	114000
Prescott, Theresa	Assistant III	Creative Arts	De Anza College	January 12, 2012	April 7, 2012	114080
Rosenberg, Debbie	Clerk II	DA College Bookstore	De Anza College	January 3, 2012	January 24, 2012	114080
RATIFICATION OF INTERMITTENT EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Bruins, Carleen	Instructional Specialist	Marketing	Foothill College	January 5, 2012	June 25, 2012	114000
APPROVAL OF SEASONAL EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Cordera, Bert	Assistant Coach	Physical Education	De Anza College	February 7, 2012	February 16, 2012	114000
Jones, Larry	Assistant Coach	Physical Education	De Anza College	February 7, 2012	February 16, 2012	114000
Paranthaman, Jessica	Assistant Coach	Physical Education	De Anza College	February 7, 2012	February 16, 2012	114000
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
McKenna, Roberta	Reader	Language Arts	De Anza College	February 15, 2012	June 30, 2012	114040
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
Barnes, Suzanne	Short Course Instructor	DA-Extended Yr Program	De Anza College	June 15, 2012	June 30, 2012	115222
Baumert, Oksana	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080
Chan, Jason	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Day, Michael	Short Course Instructor	Community Education	De Anza College	January 17, 2012	June 30, 2012	115218
Deutsch, Rick	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Glaize, Phillippe	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Greco, Andrea	Short Course Instructor	Community Education	De Anza College	December 19, 2011	June 30, 2012	115218
Joseph, Samuel	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Karimi, Pantea	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080

Kurtyka, John	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080
Larson Locore, Marlene	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080
Malan, Janet	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080
Melton, Miki	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Nelson, Nancy	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Regua, Ernest	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080
Sanchez, Lydia	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	114080
Taber, Tom	Short Course Instructor	Community Education	De Anza College	January 14, 2012	June 30, 2012	115218
Velasquez, Cristina	Short Course Instructor	Creative Arts	De Anza College	January 10, 2012	April 7, 2012	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